

» West-MEC

# ***STUDENT HANDBOOK***

***2023 - 2024***



# ***FUTURE READY***

# West-MEC

**WESTERN MARICOPA EDUCATION CENTER  
GOVERNING BOARD**

- LINDA BUSAM** ..... Member
- ROBERT GARCIA** ..... Member
- JIM MIGLIORINO**..... Member
- DR. PETER PINGERELLI** ..... Member
- JUAN RAMIREZ** ..... Member
- FRANK STRAKA**..... Member
- BARBARA WYLLIE** ..... Member
- DR. SCOTT SPURGEON** ..... Superintendent

**CONTACT INFORMATION**

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Dear Student,

Welcome to West-MEC! We are a public-school district dedicated to providing students innovative Career and Technical Education (CTE) programs. Our CTE programs will prepare you to enter the workforce and pursue continuing education. The entire staff, faculty and administration are looking forward to seeing you, our returning students and our new incoming students.

One of the most important things you can do to make the best of your experience in a West-MEC program is to get involved and stay involved. Team up with a Career and Technical Student Organization, and be a part of something in addition to your class experience. Move forward in what you are working towards, stay focused on the prize and goals you have set for yourself, and enjoy your time in your West-MEC program.

We are pleased to offer you this educational opportunity. Preparing for a career and putting yourself on a career pathway to success is just the first step in many to a lifetime of successes. We ask that you take full advantage of all your program has to offer. If you do, growth and opportunity will be yours.

Dr. Scott Spurgeon  
Superintendent

#### **OUR MISSION**

Preparing students today for tomorrow's careers

#### **OUR VISION**

Empower all students to participate fully in the economy by  
providing and enhancing Career and Technical Education

#### **OUR PHILOSOPHY**

Our educational philosophy for students includes:  
upgrading and enhancing existing courses and programs, expanding the number and quality of courses  
available, making courses as convenient as possible to students,  
providing training to enter the workforce and pursue continuing education and  
retraining to enhance job skills and career opportunities.



### **Cognia Accreditation**

West-MEC is proud to be accredited by Cognia. Cognia is dedicated to advancing excellence in education worldwide through accreditation, research, and professional services. Accreditation provides reciprocity of credits, courses, and grade level placements between schools around the world and validation of the equivalency of diplomas and certificates to other accredited schools and universities. Accreditation ensures a consistent level of quality in a network of participating schools that is valued by the public and by colleges and universities. In addition, students in accredited schools become part of a worldwide network

of quality institutions focused on student performance. The accreditation process breeds a culture dedicated to excellence—never satisfied with good, always striving for great. Accreditation is about making the quest for excellence a habit; it's about being the best a school can be on behalf of the students it serves.



### **AMT (American Medical Technologists)**

West-MEC's Medical Assisting Program is approved for Registered Medical Assistant (RMA) and Registered Phlebotomist Technician (RPT) certifications through American Medical Technologists (AMT), a nationally and internationally recognized certification agency with core values of integrity and excellence.



**American Welding Society**  
EDUCATIONAL INSTITUTION MEMBER

### **AWS (American Welding Society)**

West-MEC is an Educational Institution Member of the American Welding Society and is an accredited AWS SENSE (Schools Excelling through National Skills Education) program. The SENSE specifications and guidelines (AWS EG2.0) were created by a committee of expert volunteers from all corners of the welding industry requiring knowledge-based assessments, workmanship sample procedures, and Performance Qualification Tests that are required to earn a SENSE credential. A student completing the West-MEC welding SENSE program will have the skills to be both hireable and productive within the welding industry.



West-MEC's Water System program is approved by the Arizona Department of Environmental Quality (ADEQ) Operator Certification exams to offer water treatment and distribution certificates. ADEQ establishes guidelines to ensure that only certified operators make decisions about process control or system integrity that affects public health.



West-MEC's Hairstyling and Aesthetician Programs are approved for Hairstyling and Aesthetician licenses through the Arizona Barbering and Cosmetology Board. The Arizona Barbering and Cosmetology Board's mission is to protect the public's health and safety by licensing qualified individuals and ensure compliance with state statutes and regulations.



West-MEC's Nursing program is approved and accredited by the Arizona State Board of Nursing to offer students an opportunity to become Licensed Nursing Assistants. A licensed Nursing Assistant is a licensed person to provide or assist in delivering nursing or nursing-related services under the supervision and direction of a licensed nursing staff member.



**ASE (Automotive Service Excellence) Education Foundation:** West-MEC's Northeast Campus Automotive Technology program is accredited by the ASE Education Foundation, an educational branch of the National Institute of Automotive Service Excellence (ASE). ASE Education Foundation was founded to develop, encourage, and improve automotive technician education. ASE Education Foundation examines the structure and resources of training programs and evaluates them against nationally accepted standards of quality. ASE Education Foundation national standards reflect the skills that students must master. The ASE Education Foundation evaluation process ensures that accredited training programs meet or exceed industry-recognized, uniform standards.



West-MEC's Dental Programs are approved for Coronal Polish and Radiation and Health Safety certification through the Dental Assisting National Board. Both certifications support students becoming dental assistants.



**FAA (Department of Transportation, Federal Aviation Administration)**

West-MEC's Aviation Technology Program is accredited by the Federal Aviation Administration as a 14 CFR Part 147 Airframe and Powerplant training school.



### **NCCER (National Center for Construction Education & Research)**

West-MEC is a National Center for Construction Education & Research (NCCER) Accredited Training Sponsor. An Accredited Training Sponsor (ATS) is responsible for conducting and delivering a quality-training program based on uniform standards and criteria. NCCER's standardized training provides an industry-wide standard of recognition, career advancement opportunities, and a personal sense of accomplishment, professionalism, and pride for workers.



### **NAVTA (National Association of Veterinary Technicians in America)**

West-MEC's Veterinary Sciences Program is approved for Veterinary Assistant certification by the National Association of Veterinary Technicians in America (NAVTA). The goal of NAVTA is to advance Veterinary Technology and Veterinary Nursing by allowing veterinary technicians to give input on national issues involving the veterinary profession. NAVTA declared National Veterinary Technician Week, formed the Committee on Veterinary Technician Specialties, developed a scholarship program and much more.



### **NHA (National Healthcareer Association)**

West-MEC's Medical Assisting Program is approved for Certified Clinical Medical Assistant (CCMA) certification through the National Healthcareer Association (NHA), a nationally recognized certification agency that advocates for frontline healthcare workers in order to improve patient care.

## **WHAT IS CAREER AND TECHNICAL EDUCATION?**

Career and Technical Education is an instructional delivery system that gives students a well-rounded learning experience. A student enrolled in a CTE course will be taught in the classroom, given laboratory instruction and work-based learning. Students are also taught personal and leadership development through Career and Technical Student Organizations (CTSOs).

## **WEST-MEC CENTRAL PROGRAMS**

West-MEC Central Programs are enhanced CTE programs that are offered at post-secondary institutions, industry facilities, and facilities operated by West-MEC. These central programs do not follow a typical high school schedule. These programs allow students the ability to earn industry certification, high school and college credit, and internship opportunities.

## **WEST-MEC SATELLITE PROGRAMS**

West-MEC Satellite Programs are enhanced CTE programs that are offered at member district high school campuses and follow traditional high school schedules. These CTE Programs are financially supported by West-MEC. These programs allow students the ability to earn industry certification, high school and college credit, and internship opportunities.

## **WEST-MEC MEMBER DISTRICTS**

West-MEC partners with the following school districts in Maricopa County: Agua Fria Union, Buckeye Union, Deer Valley Unified, Dysart Unified, Glendale Union, Paradise Valley Unified, Peoria Unified, Saddle Mountain Unified, Tolleson Union, Wickenburg Unified, Cartwright Elementary, and Pendergast Elementary.

## **MIXED USE FACILITIES**

West-MEC would like to inform high school students and parents that our career programs are accredited for both Secondary (Cognia) and Post-Secondary (Council for Occupational Education) and are mixed use facilities. This means that post-secondary students, adults and industry representatives may be present on campuses for presentations, industry/educational training and testing. See A.R.S. § 15-782.02.

## **PARENTAL INVOLVEMENT IN REVIEWING EDUCATIONAL MATERIALS**

West-MEC classroom textbooks are on display for public viewing and input for 60 days prior to governing board approval. Parents may contact campus administration at any time to view learning materials or activities.

## **ELIGIBILITY FOR ENROLLMENT IN WEST-MEC CENTRAL PROGRAMS**

West-MEC programs have entrance requirements due to specific industry certification. High school students residing in the West-MEC boundaries and attending school in member districts, or charter, private, or home schools are eligible to participate in West-MEC Central Programs. Upon graduation from high school, participating students continue in the program for an additional program cost as outlined on page 14. Students requesting to repeat a program will be placed upon availability after first-time applicants have been placed. All fees apply.

West-MEC does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission to its programs, services, or activities. West-MEC does not discriminate in enrollment or access to any of the programs available. The lack of English skills shall not be a barrier to admission or participation in the district's activities and programs. West-MEC also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

For information regarding discrimination, grievance or complaint procedures, contact Shelly Thome, Exceptional Student Services Manager, at 623-738-0026 or [shelly.thome@west-mec.edu](mailto:shelly.thome@west-mec.edu). Procedural safeguards and grievance forms can be found at <https://west-mec.edu/student-support-services>.



## **CODE OF CONDUCT**

**West-MEC's programs replicate the work environment. Students are expected to conduct themselves as mature and professional employees at all times. A West-MEC student demonstrates:**

### **Attendance**

- Attends school regularly, is punctual
- Returns promptly from breaks
- Attends class for the entire time

### **Engagement**

- Engages in active learning
- Completes assignments to the best of his/her ability
- Brings necessary supplies

### **Respect**

- Respects instructor, classmates, guests, staff, substitutes
- Respects school property and equipment
- Respects neighboring businesses following the good neighbor policy
- Follows instructor's directions

### **Integrity**

- Completes own work
- Works at highest professional standard

### **Pride**

- Uses professional language, including body language
- Practices courtesy and friendliness
- Adheres to dress code and good grooming

### **Leadership**

- Practices safety techniques for own and others' safety
- Communicates between West-MEC and home, and between West-MEC and home school
- Pursues leadership opportunities
- Supports classmates in the pursuit of academic, leadership and personal goals

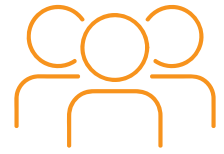
## Google Classroom Tips for Student Success



Attendance is mandatory- Log in every day during your class time



Participate in class discussions & activities



Engage with peers to cultivate relationships & find a study partner



Write notes using a pen and paper to remember more



Keep in contact with your instructor & alert them to any questions or issues



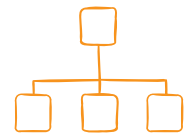
Try to maintain a positive attitude



Maintain contact with your West-MEC Counselor through Google Classroom



Keep an open mind & focus on strengths when collaborating with peers



Find organization and study techniques that work for you

### *Be sure that you...*

- ▶ Are logged in at your class start time
- ▶ Have your camera on & keep your mic muted until you are ready to speak
- ▶ Are present & logged in for the duration of your classes
- ▶ Complete assigned tasks & collaborate with your teacher & peers
- ▶ Observe responsible online practices
- ▶ Are in a well lit area
- ▶ Have a work area free of distractions
- ▶ Sit at a desk or table
- ▶ Observe program dress code
- ▶ Are prepared with any needed materials for each class
- ▶ Avoid cell phone use to prevent distractions
- ▶ Advocate for any necessary academic accommodation supports

## Parent/Guardian Google Classroom Tips for Student Success



Set a schedule & daily plan of action



Provide a distraction-free organized workspace



Model a growth mindset, hard work & persistence



Contact West-MEC Campus if your student does not have a personal device



Maintain contact with West-MEC Counselor through Google Classroom



Sign up for Google Classroom Reports and check for communications



Notify instructor if student is unable to attend class



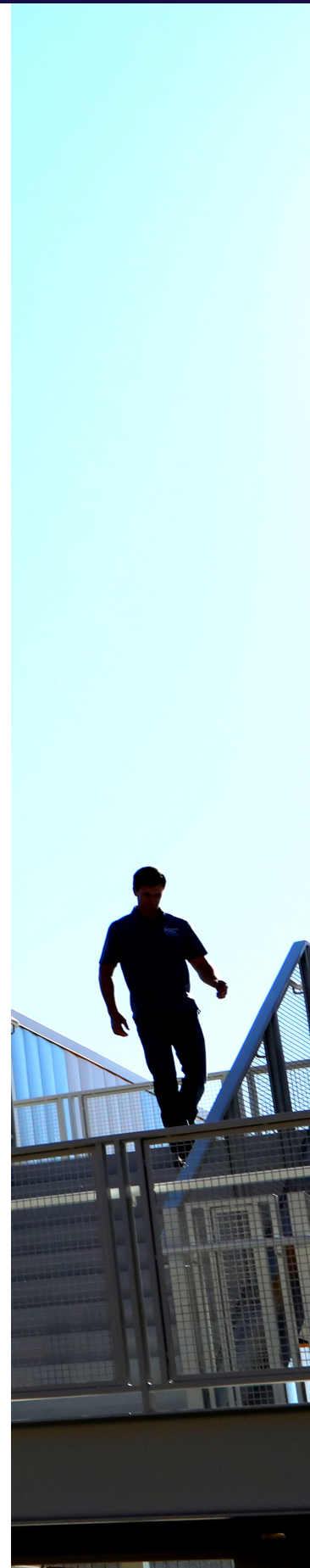
Stay up to date on your student's progress and grades



Try to maintain a positive attitude

### *We recommend that you...*

- ▶ Attend any virtual parent meetings offered from instructors
- ▶ Ask your student questions about their learning & how you can support them
- ▶ Have your student teach you what they are learning
- ▶ Rather than asking "What did you learn today?" try "explain one new process you learned today", or "show me how you accomplished that"
- ▶ Have a discussion with your student about your own career path
- ▶ Monitor appropriate online peer interactions
- ▶ Advocate for any necessary academic accommodation supports



## Student Success in a Google Classroom & Online Learning Environment

***Online learning is only to be used in an emergency situation directed by the West-MEC Governing Board, or in the case of West-MEC programs offered in partnership with community colleges, as directed by the community colleges administration.***

### **What does it look like and sound like to be a good online student?**

- Log in every day during your scheduled class times and ensure your instructor is aware of your presence. ATTENDANCE IS MANDATORY.
- Fully participate in class discussions and activities, engage with peers to cultivate relationships within the classroom.
- Be logged in at your class start time.
- Have your camera on.
- Keep your mic muted until you are ready to speak.
- Stay logged in, and be present for the entire duration of your class.
- Complete assigned tasks
- Collaborate with teacher and peers.
- Set study area for your school work, free of distractions (pets, siblings, TV, etc.).
- Sit at a desk or table.
- Arrange for a well-lit area.
- Wear school appropriate clothing; observe program dress code.
- Ensure personal objects that are visible in a virtual school environment at home comply with school rules: no representation of alcohol, tobacco, vapor, drugs/drug paraphernalia, weapons, obscene material, or gang membership symbols.
- Be mindful of objects visible in the camera's background.
- Be prepared with course materials.
- Avoid distracted cell phone use.
- Write actual notes using a pen/pencil and paper - studies show that students who physically write down concepts, terms, and thoughts, retain more information.
- Keep an open mind when collaborating with peers- focus on your peer's strengths rather than weaknesses.
- Get to know your classmates and find a study partner.
- Find organization and study techniques that work best for you.
- Maintain consistent contact with your West-MEC Counselor through Counselor Google Classroom.
- If you receive academic accommodations (504/IEP), advocate the necessary supports.

- Keep in close contact with your instructor- let them know if something happens that prevents you from participation as soon as possible (internet issues, illness, etc.).
- Observe responsible online practices.
- Be a positive digital citizen.
- Remain flexible- understand that tech issues may happen and work through those challenges with a positive attitude.

### **Parent/Guardian Tips for Google Classroom & Online Learning Student Success**

- Provide a distraction-free and organized workspace.
- Model a growth mindset, hard work, and persistence.
- Check communication from teachers including messages, due dates, upcoming events (Google Classroom Report).
- Set a schedule and daily plan of action.
- Always keep a positive attitude about online learning.
- Maintain contact with your West-MEC Counselor through Counselor Google Classroom.
- If your student does not have a personal device, contact your West-MEC Campus for technology checkout.
- Monitor appropriate online peer interactions.
- If your student receives academic accommodations (504/IEP), assist them with advocating for the necessary supports.
- If your student is ill and is unable to participate in class, please notify the attendance office.
- Sign up for Google Classroom Guardian and check the weekly reports.
- Check FamilyLink regularly to stay up to date on your student's progress/grades.
- If the instructor offers virtual parent meetings, attend them.
- Ask your student questions about their learning and how you can support them.
  - Have your student teach you what they are learning - learning by teaching can help improve student efficacy, confidence, and communication skills.
  - Instead of asking "what did you learn today?" try: "explain one new process you learned today," or: "show me how you accomplished that."
  - Have a discussion with your student about your own career path.

### **STUDENT SURVEYS ANNUAL NOTIFICATION**

In order to maintain and improve our high-quality programs and customer experience, West-MEC administers and retains student and parent surveys through the school year, in a manner consistent with state and federal laws. Survey topics may include: student and parent experience, student needs assessment, completer exit survey, student and parent registration survey, student assistance questionnaire or student technology survey. Acknowledgement of the student handbook serves as informed consent for participation.

## **PARENTS' RIGHT TO KNOW**

Under Every Student Succeeds Act (ESSA) parents have the right to know the qualifications of their student's teacher and the achievement level of their child. West-MEC keeps the qualifications of all teachers on file for parents to review if they so choose. If parents are interested in reviewing this information, they may contact the Curriculum and Instruction Office 623.738.0043.

## **STUDENT SURVEYS ANNUAL NOTIFICATION**

At the beginning of every school year, West-MEC obtains written, informed consent from parents for students' participation in surveys for the entire year. This consent is given by the parent's acknowledgement of the student handbook. All surveys will be approved and authorized by the school district administration.

## **EARLY GRADUATION FROM HIGH SCHOOL**

Early graduation from high school is not recommended. If a student obtains a GED or high school diploma prior to program completion, the student will incur tuition fees per A.R.S. § 15.393(4)(c). Refer to Financial Agreement on page 14.

## **VISITOR/GUEST PASSES**

All visitors to any school during the school day must report to the school office upon arrival, must sign in on the visitor's log, and must obtain a visitor's pass/badge. Visitors must provide identification upon request in order to obtain a visitor's pass/badge. "Visitors" include (1) persons not enrolled in or employed by the District (including relatives of District employees), (2) District employees, when not working on District business, and (3) District students, when they are not at the site at which they are enrolled. Visitors who fail to comply with this rule may be in violation of criminal trespass laws, student behavioral expectations, or both. See A.R.S. §13-1502(A) (1); see also Article B, Behavior ("Trespassing").

## **LOCKERS**

Some programs furnish lockers for safe storage of students' personal items. Lockers are district property and remain under district control. The district retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant. This may be accomplished whenever reasonable suspicion exists that a law or school rule has been violated, or that the health, safety, or welfare of students/staff may be in danger.

## **ELEVATOR**

Use of elevators is restricted to individuals who are not physically capable of using the stairs.

## **SAFETY DRILLS**

In the event of a fire drill: follow the directions of your teacher or West-MEC staff member who has been trained for such emergencies. Not following the instructions of your teacher and drill procedures can endanger your safety and that of your classmates. Pulling a fire alarm when an emergency does not exist is against the law. Failure to comply with instructions and procedures may be cause for disciplinary action.

## **THREAT ASSESSMENTS**

While threat assessments are not a disciplinary consequence, the school administrator may convene the Threat Assessment Team. Every instance of threatening behavior to self or others will be treated seriously and examined thoroughly in determining whether a threat exists under the Threat Assessment process. According to the outcome of the threat assessment, a safety plan may be developed, victims may be notified, and disciplinary consequences may be assigned as described above.

## **ENROLLMENT FEES/REFUNDS**

Each West-MEC Central Program has associated enrollment fees that must be paid at the time of enrollment. The enrollment fee for West-MEC Central Programs covers enrollment processing, lab fees, CTSO leadership, uniforms, and some PPE. Students failing to pay the fees before the first day of class may **not** start the program.

The enrollment fee for West-MEC Central Programs offered in partnership with Maricopa Colleges (Culinary, Fire Science, EMT) cover enrollment processing, college registration, tuition and lab fees. Maricopa Colleges invoice West-MEC for the full college tuition (\$97 per credit), registration, and lab fees for the course starting with Day 1 of student attendance in the program. College tuition, registration, and lab fees paid for by West-MEC are non-refundable if students withdraw for any reason. Thus, the entire enrollment fee paid by the student is non-refundable.

Students may receive a partial refund, if withdrawing prior to the start of school, for programs with registration fee greater than \$125 (Aesthetics, Aviation, Electrical, Hairstyling, Nursing, and Welding); \$125 of registration fee is non-refundable.

West-MEC Programs with a registration fee of \$125 are non-refundable.

**WEST-MEC TUITION PAYMENT AGREEMENT FOR WEST- MEC PROGRAMS (see chart below)**

West-MEC will support the cost of Central Programs (excluding materials and enrollment fees) as long as the student lives within the West-MEC boundary area. If the student moves out of the West-MEC boundary area, but still attends a West-MEC member school, under open enrollment, **West-MEC will continue to provide the program costs.**

**TUITION**

The student will be responsible for the program tuition costs if the student is an ESA recipient, graduates from high school, is a foreign exchange student, obtains a GED or moves out of the West-MEC boundary area and no longer attends a West-MEC member school, but wishes to stay enrolled in a West-MEC program. The program cost will be prorated on an individual basis. A 2.5% transaction charge will be incurred by ESA recipients who use Class Wallet for their transactions.

The program tuition below is due in full one (1) week prior to the start of each semester. Tuition is non-refundable.

<u>PROGRAMS</u>	2023 (Fall) Semester 1	2024 (Spring) Semester 2	2024 (Fall) Semester 3	2025 (Spring) Semester 4	Total Tuition
<b><u>ONE-YEAR PROGRAMS</u></b>					
Aesthetics Air Conditioning Drone Technology Electrical Medical Assisting Medical Laboratory					
Nursing Services Pharmacy Science Physical Therapy Veterinary Science Water Systems	\$2,398	\$2,398	N/A	N/A	\$4,796
<b><u>TWO-YEAR PROGRAMS</u> (Fewer than 1,000-hour program)</b>					
Auto Technician Biomed Science Coding Collision & Refinishing Construction Diesel Dental Assisting Energy					
IT Security Law & Public Safety Medical Assisting Powersports Precision Manufacturing Veterinary Science Welding	\$2,398	\$2,398	\$2,398	\$2,398	\$9,592
<b><u>TWO-YEAR Programs</u> (1,000+ Hour Programs)</b>					
Aviation Hairstyling	\$3,197	\$3,197	\$3,197	\$3,197	\$12,788

-Dual enrollment is not available to high school graduates and students with a GED.

-IEP services are not available to high school graduates and students with a GED.

-Self-advocacy is required for reasonable accommodations aligned to industry certification.

-A non-resident\* pupil will remain on a waitlist until all resident\*\* pupils have been placed.

-Tuition Payments are non-refundable.

## **CAREER DEVELOPMENT**

Career development can help students find a “purpose” for their education. Career development can assist students in making the vital connection between what they do in school and what they will do later in life. It is our purpose and intent to help students identify strengths and areas of interest, learn to set goals, plan, and prepare for a lifetime of successful learning, earning, and living.

West-MEC students may have opportunities to do the following:

- Develop a better understanding of the career paths associated with an industry.
- Obtain certification in a particular field of interest.
- “Try on” careers through work-based learning (job shadowing and internships).
- Use an electronic portfolio (MyFutureAZ) to compare, connect, and choose from a vast network of work and education options. Students may access their electronic portfolios from any computer with an internet connection.
- Create a professional resume aligned with career goals.
- Participate in CTSOs (Career and Technical Student Organizations) to further skill acquisition, personal, and leadership development.
- Earn college credits.

## **EARLY COLLEGE PATHWAYS**

Most West-MEC programs provide opportunities for early college pathways through dual, concurrent, or articulated college credit agreements. Information is maintained on the district website ([www.west-mec.org](http://www.west-mec.org)), or for more information students may discuss opportunities with instructors or campus counselors.

## **CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)**

CTSOs are leadership organizations that help students make a personal connection to, and see the relevance in their Career and Technical Education program. CTSOs are an extension of the classroom, and thus enhance and provide educational experiences for students in leadership, teamwork, citizenship and character development. Instructors will give students specific information and timelines about participating in a CTSO linked with a particular program.

### **FCCLA**

FCCLA (Family, Career and Community Leaders of America) promotes personal growth and leadership development through Family and Consumer Sciences Education.

-Culinary

### **FBLA**

FBLA (Future Business Leaders of America) promotes their mission to bring business and education together in a positive working relationship through innovative leadership and career development programs.

- Coding

### **HOSA**

HOSA (Health Occupations Students of America) promotes careers in the health care, medical science and health technology.

- Biomedical Science | Dental Assisting | Emergency Medical Technician (EMT) | Medical Assisting | Medical Laboratory Science | Pharmacy | Physical Therapy | Veterinary Sciences

## **NATIONAL TECHNICAL HONOR SOCIETY (NTHS)**

The purpose of NTHS is to recognize outstanding student achievement in Career & Technical Education (CTE). Applicants must demonstrate eligibility criteria such as a high GPA in high school, high GPA in a West-MEC program, CTSO involvement, volunteerism, leadership, and outstanding professional conduct.

### **SkillsUSA**

SkillsUSA promotes skill and leadership development in trade and industrial career pathways.

- Aesthetics | Air Conditioning | Automotive Collision | Automotive Technology | Aviation | Avionics/Electronics | Electrical Trade Specialty | Energy & Industrial Technology | Environmental Sustainability | Fire Science | General Construction Technology | Hairstyling | IT Security | Law, Public Safety and Security | Medium-Heavy Diesel | Powersports Technician | Precision Machining | Welding



### Student Activity Trip/CTSO Travel Guidelines

The following guidelines have been established for each category of activity trips/CTSO travel request:

	Necessary Approvals	Initial Request Submitted	Chaperone to Student Ratio (Minimum)
In-County	<ul style="list-style-type: none"><li>• Campus Administrator</li></ul>	4 weeks prior to event	1:30
Out-of-County or Overnight	<ul style="list-style-type: none"><li>• Campus Administrator</li><li>• Asst. Supt. Teaching and Learning</li></ul>	4 weeks prior to event	1:20 with an advisor/chaperone representing both male and female genders when students of each are participating
Out of State	<ul style="list-style-type: none"><li>• Campus Administrator</li><li>• Asst. Supt. Teaching and Learning</li><li>• Superintendent</li><li>• Governing Board</li></ul>	6 weeks prior to event	1:15 with an advisor/chaperone representing both male and female genders when students of each are participating

### **STUDENT FOLLOW-UP SURVEY**

The students' experiences and feedback are very important to us. West-MEC will contact students approximately one year after completing this program, then again in another two years and another four years. The idea behind the brief survey is to see what career path students pursue and if the career and/or education align with the West-MEC program. The survey is composed of a few questions, taking no more than five minutes, and all comments will be kept confidential. There are several ways West-MEC offers the survey - through a phone call, an email, or social network survey. We ask that you keep us up-to-date with your current home address, phone numbers (including cell), and email address. Thank you for helping us in our pursuit of offering excellence in our Central Programs.

### **STUDENT AND PARENT COMMUNICATIONS PROCEDURE**

West-MEC encourages communication of celebrations, questions and/or concerns to maximize student achievement.

The following steps are recommended for successful communication:

**STEP 1**

**STUDENT SPEAKS TO TEACHER**

**STEP 2**

**STUDENT & PARENT SPEAK WITH TEACHER**

**STEP 3**

**STUDENT & PARENT SPEAK WITH CAMPUS COUNSELOR**

(QUESTIONS ABOUT HEALTH/IEP/504 PLAN OR DISCOVERY MEETINGS)

**STEP 4**

**STUDENT & PARENT SPEAK WITH CAMPUS ADMINISTRATOR**

West-MEC staff will respond to communication from students and parents in a timely manner.

## STUDENT DEPARTURE AND PICK-UP EXPECTATIONS

Student safety is the highest priority for West-MEC. Therefore, we make every effort to ensure that all students are adequately supervised while on campus.

For that reason, it is important that students either depart or are picked up within 20 minutes after their program dismisses. Except for special events, any student remaining on campus beyond this time should have coordinated directly with West-MEC staff and their parent/guardian in advance. No student should be on campus after 6:50 PM. Should a student regularly depart or be picked up late, the parent/guardian will be notified and asked to make arrangements to ensure the student departs or is picked up on time.

## DRIVING AND PARKING ON CAMPUS

Parking in a West-MEC campus lot is a privilege, not a right. Students who drive to school must have their vehicle registered and obtain a parking permit using the form found on page 18. To obtain a parking permit, you must have a valid driver's license, current vehicle registration and current proof of insurance. West-MEC will not share this documentation or camera footage with any other party except law enforcement. Students who drive vehicles to school must follow all state guidelines as well as the following District guidelines:

- Students are permitted to park on school premises as a matter of privilege, not of right.
- The District may conduct routine patrols of student parking lots and inspections of the interiors or exteriors of student automobiles on school property whenever a reasonable suspicion that illegal or unauthorized materials are contained inside the automobiles.
- A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.
- If the students fail to follow school policy and procedure related to use of vehicles, the vehicle may be towed away and stored, at the owner's expense.
- Any vehicle parked on campus must display a current student-parking permit and can only be parked in the designated student parking areas.
- Vehicles **must** be driven in a safe and orderly manner entering, exiting, and on district property as well as neighboring business partners' properties.
- Any student speeding or driving in a reckless manner including excessive acceleration and/or squealing tires will lose parking privileges.
- Vehicles are to be vacated immediately after parking. Hanging out in the parking lot to include sitting in or on vehicles is prohibited during the school day, which includes before/after class and during breaks.
- Passengers are **not** allowed to ride in the back of a pickup truck on district property.
- Students are responsible for passengers in their vehicle.
- All occupants of vehicles must wear seat belts.
- All vehicles parked on campus must have a current parking permit
- Students are not allowed to park in designated **Staff** and **Visitor** sections. The speed limit on campus is **15 MPH** and will be enforced.

West-MEC is not responsible or liable for damages or loss to any vehicle or its contents at any time.

West-MEC is not responsible or liable for injuries to a person resulting from any student driving and/or parking on or off West-MEC premises.

Students are required to comply with the insurance and liability laws governing motor vehicles in the State of Arizona. West-MEC is not responsible in the case of accidents involving a student or students using their own vehicles on West-MEC premises.

A campus administrator may terminate a student's driving privileges at any time that he/she feels this action is appropriate. In this instance, the student must find an alternate parking area or arrange for another form of transportation.

West-MEC is not responsible for theft or damage to vehicles. Students are encouraged to lock their vehicles at all times.

**All vehicle violations will result in a conference with the administration.**



**PARKING PERMIT APPLICATION**

Parking in a West-MEC campus lot is a privilege, not a right. All students will be held fully responsible for understanding and following all parking regulations.

PLEASE COMPLETE A SEPARATE FORM FOR EACH VEHICLE PARKING ON CAMPUS

West-MEC staff will notify parents and the authorities if students are driving recklessly on school campuses and neighboring business partners' properties.

**Please attach copies of PROOF OF INSURANCE and PROOF OF REGISTRATION to this application.**

The following signatures acknowledge that we have read and agree to West-MEC driving and parking regulations as defined on the previous page:

\_\_\_\_\_  
Printed Student Name

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

\_\_\_\_\_  
Parent Signature      Date

Vehicle Information

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

*For Office Use ONLY*

Proof of Insurance (copy attached)       Proof of Registration (copy attached)

Parking Sticker #: \_\_\_\_\_

Form revised June 2017

## ELIGIBILITY FOR THE WEST-MEC RECOGNITION CEREMONY

West-MEC student completers in good standing will be invited to participate in the annual student recognition ceremony. Good standing criteria will be based upon, but not limited to, the following:

1. Students must have completed, or be in the process of successfully completing, a West-MEC Central Program.
2. Students must have passed, or be in the process of passing, all West-MEC coursework in which they are enrolled.
3. Students enrolled in programs with summer semesters\* must have earned, or be on track to earn, the required program hours outlined in the guideline below:

<u>Program</u>	<u>Benchmark</u>	<u>Total Program Hours</u>
Aviation Maintenance Technology (as per FAA)	1,767	1,930

4. Program completion date may be after the recognition ceremony; therefore, all students must meet the benchmark of total program hours no later than ten (10) school days prior to the ceremony.
5. Student discipline or excessive absences/tardies/early departures may prevent participation in the recognition ceremony at the discretion of district administration.
6. Students must have paid all fees prior to the recognition ceremony.

Students and parents/guardians may appeal any decision and request a review up to two (2) days prior to the recognition ceremony. Campus administration will facilitate the review process. There is no level of appeal higher than the administrator for a suspension of 10 days or fewer.

**\*Special Note** For some programs (e.g. Aesthetics & Aviation Technology), the West-MEC Recognition Ceremony is scheduled before the students complete their central programs; the reason is to avoid conflicts with end-of-year celebrations, banquets, and graduation ceremonies at the students' home schools. As we schedule our recognition ceremony ahead of program completion, we ask students to be very mindful of ongoing assignments and attendance requirements to enable them to finish their programs successfully.

**A student's inclusion and participation in the West-MEC Recognition Ceremony does not indicate program requirements have been met.**

### Student/Staff Memorial

A single candle on stage shall serve as a symbol representing all deceased members of a completing class, both student and staff. A notation of "in memoriam" will be added to the Recognition Ceremony program for any completers or staff who have passed during the cohort school year.

### STUDENT/STAFF MEMORIALS

West-MEC recognizes that the loss of a student or staff member deeply impacts students, staff and families. In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Memorial activities expressed at school need to be coordinated and approved through the Flight Team, as well as building administration. Temporary memorials, as approved by the Flight Team, may be displayed within the school building until the day of the funeral, or within one week following the death, after which time they will be given to the family by designated district officials.

Allowable temporary memorials include banners, pictures, and student desk displays, and are only allowed in locations monitored by school officials. Temporary memorials cannot alter district owned property, including lockers and desks. Living memorials for deceased students and staff will be limited to endowments, scholarships, or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form

of a perpetual award, with a description of the purpose of the endowment or scholarship. Memorials may not include the retirement, alteration, or discontinued use of school property.

## **SERVICE ANIMALS**

Pets and other animals are not permitted on West-MEC property unless the animal is present for an educational purpose by written approval from the Superintendent or school administrator or an animal performing the duties of a service animal.

A Service Animal is a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The service animal must be specifically trained to recognize and to respond to the disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

### **Annual Notification of Rights**

Each year, schools are required to notify the student and parents of their rights under FERPA. West-MEC provides notification in the Student Handbook.

### **FERPA RIGHTS AND POLICY NOTICE**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law, which was enacted in order to protect students' education records at all schools that receive funds under a program of the U. S. Department of Education. This document provides a summary of this law.

### **Rights of the Student or Parent**

FERPA gives a student's parents certain rights over the student's education records until the student reaches the age of 18 or attends a school beyond the high school level. At that time, the rights are transferred from the parents to the eligible student. These rights enable the eligible student or parents to do the following:

- Inspect and review the student's education records maintained by the school. If the student and parents are unable to review the records at the school, they can request copies from the school (and may be charged a fee for them). The school has 45 days to provide records, and will provide records before an IEP meeting.
- Request that a school correct the student's records if they believe they are incorrect or misleading. If the school chooses not to update the student's records, the student or parent has a right to a formal hearing. If, after the hearing, the school still decides not to modify the student's records, the parent or student can include a statement in the records, which contests the information.
- When a student turns 18 years of age, a student has the right to fill out a "Student Acceptance of Responsibility" form (please use form on page 56) through the West-MEC campus front office. This form allows 18-year-old students to legally take responsibility for all of their educational decisions. Once this form is completed, the school cannot release any information to parents regarding the student including absences and academic progress. If a "Student Acceptance of Responsibility" form is completed by the student, the West-MEC administration will contact the family by telephone to notify the family of the student's decision and the resulting responsibilities of the student for monitoring their own attendance and grade requirements. A copy of the completed form will be maintained in the student file as well as mailed home to the family.

### **Parental Involvement in Education**

Access to the Arizona Department of Education (DOE) statutory handbook of parental rights, is posted on the Department of Education website, as well as the Western Maricopa Education Center website under the tab labeled "Parental Rights".

### **When a School Does Not Need Written Consent**

Generally, a school must have written permission from the parent or student before releasing any information from the student's records. Schools can, however, disclose the student's records without the student's or parent's consent to any of the following parties or under any of the following conditions:

- School officials with legitimate educational interest
- Other schools to which the student is transferring
- Specified officials for audit or evaluation
- Appropriate parties in connection with the student's financial aid
- Organizations which are conducting studies for, or on behalf of, the school
- Accrediting organizations
- In order to comply with a judicial order or a lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

### **Disclosure of Directory Information**

Schools do not need consent to disclose "directory" information, such as the student's name, address, telephone number, date of birth, place of birth, honors and awards, and dates of attendance. Schools must, however, tell parents and the student about the directory information and give them a reasonable amount of time to request that

the directory information not be disclosed. **Parents may request to opt out of the directory information by calling the Registration Department at 623.738.0009 or 0010.**

## **SERVICES FOR STUDENTS WITH DISABILITIES**

### **Individuals with Disabilities Education Act-(IDEA)**

Pursuant to ARS 15-763 and ARS 15-764, the local school district in which the student resides is responsible for ensuring that all students, including students attending private schools, within the district's jurisdiction who have suspected disabilities are identified, located and evaluated. If a parent/guardian would like to make a special education referral, they may contact the administrator or school psychologist on their student's high school campus. Students with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education. To obtain a copy of your procedural safeguards, please contact the Counselor.

Students with disabilities enrolled in West-MEC Central Programs will be provided instructional supports as outlined in their Individual Education Plan (IEP). Pursuant to ARS 15-763 and ARS 15-764, if a student with a disability requires special education services, such services will be the responsibility of the member (home) district from which the student came. West-MEC staff will work closely with the home district to promote student success in all central programs, including attending IEP meetings at the school or parent's request. IDEA protections do not apply to West-MEC students attending programs offered in partnership with a community college, regardless of the student's age, nor to students who have graduated high school. Students with disabilities in these programs are protected under Section 504 of the Rehabilitation Act of 1973.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is civil rights legislation that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity, has a record of such impairment, or is regarded as having such impairment. The home high school district has specific responsibilities under this legislation that include identifying, evaluating and if the student is determined to be eligible under Section 504, affording access to a free and appropriate public education. For more information, contact the student's home high school.

### **Services for High School Students on a 504 Plan**

Students currently in high school who have a 504 Plan should provide West-MEC with a copy of their plan to ensure identified accommodations are provided. West-MEC staff will work closely with the home district to promote student success in all programs.

### **Services for Students with Disabilities Attending a West-MEC Program Offered In Partnership with a Community College**

Students with disabilities attending West-MEC Programs offered in partnership with a community college are eligible to request accommodations under Section 504 of the Rehabilitation Act rather than IDEA. Please see pages 59-60 for the full letter detailing the complete instructions and contact information for partner colleges' disability resources.

### **Students with Disabilities Who Have Graduated High School Attending a West-MEC Central Program**

Recent high school graduates previously served under an IEP or 504 are able to request accommodations under the Americans with Disabilities Act (ADA). Per federal guidelines, the IEP is no longer active. Please see page 60 for more information on the process of requesting accommodations as a young adult.

## **STUDENT DRESS**

West-MEC students wear uniforms that reflect professional dress for their career field. Student dress and grooming must promote safety, professionalism, and a positive learning environment. Student dress may not disrupt the educational process or present a hazard to the health or safety of others at school. Obscene language, symbols or language of sex, drugs, or alcohol are prohibited, along with any items conveying affiliation with criminal gangs.



## **STUDENT ID BADGES and TEEN LIFELINE IDENTIFICATION**

For the safety and security of West-MEC students, identification badges for all students must be worn and visible while attending class and any West-MEC-related activity or event. An ID badge and lanyard will be provided free of charge. If a student loses or misplaces his or her identification badge, replacements can be obtained by contacting the campus office administrative assistant. Failure to wear an identification badge may result in disciplinary action.

West-MEC promotes a Culture of Safety that extends beyond the physical safety in the labs to the emotional well-being of our students and staff. West-MEC is proud to participate in the Teen Lifeline School ID Initiative. All student ID cards include a message of hope and the number to Teen Lifeline's crisis hotline to assist our students in knowing that they are not alone during difficult times. If in crisis, please call 602-248-8337.

## **CLOSED CAMPUS**

West-MEC facilities are closed campuses, which means that students must remain on the school campus for the duration of all assigned classes and break periods unless otherwise authorized by campus administration.

## **TRANSPORTATION**

West-MEC does not provide student transportation. West-MEC students may contact Student Services at 623.738.0014 to obtain an application for a bus pass to access public transportation. Bus pass applications may also be accessed on the West-MEC website ([www.west-mec.edu](http://www.west-mec.edu)).

## **EMERGENCY CONTACT INFORMATION**

Emergency contact information is collected at registration time. When students continue in the 2<sup>nd</sup> year of a Central Program, they must fill out a new information card in order to update emergency contact information. This information is essential should a student have an emergency requiring staff to contact parents/guardians.

## **IMMUNIZATIONS**

Arizona law requires documentary proof of immunity against certain childhood diseases for students attending Arizona schools for the first time. Students subject to this requirement who lack documentary proof of immunizations may enroll but not attend classes until proof is provided. If required, immunizations become due during attendance, failure to comply will result in exclusion from school, in accordance with state law. Exemption from immunization requirements for medical or personal reasons is available. Contact the school registrar for a detailed list of immunizations required or further immunization. See A.R.S. §15-872.

## **MEDICATIONS**

When it is necessary for a student to take medication during school hours, certain guidelines must be met. For both over-the-counter and prescription medications, a medical provider's written order and written permission from the parent must be on file at the specific Central Program authorizing self-administration (please use the form on page 26). **Parent/guardian consent must be renewed annually.** Each bottle of medication must be in the original container and each prescription must be prescribed by a physician specifically for the student. Medication may not be shared with others. Failure to follow these rules could lead to consequences including suspension or expulsion.

- All medication must be approved by the U.S. Food and Drug Administration (FDA). Information on dosage, side effects, and contraindications of any medication or medicinal like substance, e.g., homeopathic and herbal remedies, must be readily available from a professionally acknowledged resource (Physician' Desk Reference or other U.S. published drug reference book, FDA or USP website, etc.)
- In cases of life-saving medication when time is of the essence, particularly asthma inhalers and self-injectable epinephrine, students may be allowed to carry and self-administer such medication on school grounds and/or at school functions with proper authorization.
- Such situations require a release form signed by the healthcare provider, the parent/guardian, and the student.
- Students who have obtained permission for self-administration as set forth above must take extraordinary precautions to keep the medication secure, and must not, under any circumstances, make available,

provide, or give the medication to another person. The student must immediately report the theft or loss of any medication brought on campus.

### **Chronic Health Conditions**

West-MEC will provide appropriate educational opportunities for students identified by a certified health professional as having a chronic health condition that will affect regular school attendance (please use form on page 27). To the extent permitted by the industry standards regulating each CTE Central Program, assignments and make-up hours will be made available to ensure that students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from class.

### **Universal Precautions (Communicable/ Infectious Diseases)**

To prevent the spread of communicable diseases, the District has instituted “universal precautions” which are recommended by the Center for Disease Control <http://www.cdc.gov> and Maricopa County Department of Health <http://www.maricopa.gov/publichealth/>.

To safeguard students and staff, school-based employees regard all body fluids as potentially infectious. They are trained to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly and to report injuries to the campus administration immediately.

Students are not to touch blood or body fluids and should seek adults for assistance.



Parent Authorization for Self-Carry and Self-Administration of Medication

Student Name Student Date of Birth Parent Name
West-MEC Campus West-MEC Program Parent Phone Number

School guidelines and Arizona State law permits a responsible, trained student to carry and/or self-administer medication on his/her person for immediate use in life-threatening situations of asthma, severe (anaphylactic) allergic reactions, and diabetes.

Indicate type of medication:

Inhaler
Auto-injectable epinephrine (Epi-pen)
Insulin (Type)
Other

- West-MEC Campus administration and 911 must be notified immediately if anaphylactic medication (Epinephrine) or low blood sugar medication (Glucagon) is used by student
West-MEC Campus administration must be notified if no or minimal improvement is noted after using asthma medication
All medication must be labeled in the original prescription container
The student shall keep the emergency medication in the same location in purse/backpack daily. The student will inform the instructor, as well as a peer in the class, as to the location of the emergency medication in the event it must be accessed on student's behalf
The student may not share his/her medication with any other persons. Improper use of medication, including sharing with another student, will result in disciplinary action, possibly revoking the ability to self-carry medication

I have read the above and as a legal parent/guardian of a student, am authorizing my child to possess and self-administer the above medication(s). By signing, I acknowledge that the school and school district personnel are exempt from liability. I further acknowledge that my child has the training and skill necessary to self-administer the above medication and will comply with all policies and procedures related to the medication. This authorization must be completed annually while my student is enrolled in a West-MEC program.

Parent Printed Name: Parent Signature: Date:



**CERTIFICATION OF STUDENTS WITH CHRONIC HEALTH CONDITIONS**  
(Obtained from a certified health professional)

Student's Name	Parent's Name	Address
District	School	Grade Level
Date of Birth	Phone Number	Date of initial consultation

Certified health professional diagnosis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certified health professional prognosis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical limitations affecting West-MEC program participation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated absences due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student (include anticipated surgeries, treatments, or hospitalizations that may interfere with school attendance during the \_\_\_\_\_ year):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Example 1: \_\_\_\_\_'s physical condition may result in frequent absences in the school year that may exceed ten (10) consecutive school days per semester.

Example 2: \_\_\_\_\_ will require three (3) hospitalizations of approximately four (4) days; duration each and three to five (3-5) treatments one (1) day each during the school year.

Other relevant information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Certified health professional name

\_\_\_\_\_  
Certified health professional Signature

\_\_\_\_\_  
Date

Please note that though the student may have a documented chronic health condition, students are responsible to maintain consistent attendance in the program and maintain satisfactory academic progress in order to avoid removal from the program and/or loss of high school credit. It is the responsibility of the family to provide ongoing supporting documentation from the health provider of absences related to the chronic health condition. If a student has a significant number of absences, a school conference will be required to address continued enrollment in the program.

## **ASBESTOS**

West-MEC complies with mandated asbestos inspections. A copy of the annual notification of the asbestos inspection is on page 55.

## **PESTICIDES**

Pesticide usage occurs on West-MEC campuses monthly for insects and twice a year for weeds. 24-hour notice will be posted in common areas on campus grounds for each occurrence.

## **TARDY/EARLY DEPARTURE POLICY**

In order for students to be successful in a West-MEC program, it is vital that students maintain good standing in attendance. **Students are expected to attend class**; when it is necessary for a student to be absent from school, it is required that parents/guardian call the appropriate number (refer to attendance lines at [www.west-mec.edu](http://www.west-mec.edu)) to report a verified absence or tardy/early departure.

The following procedure will be implemented each semester:

- Tardy/Early Departure 1-2 Documented teacher/student conference
- Tardy/Early Departure 3 Same as above, plus documented teacher/parent conference (via phone)
- Tardy/Early Departure 4-6 Documented teacher/student conference
- Tardy/Early Departure 7 Documented teacher/parent conference (via phone or in-person)
- Tardy/Early Departure 8 Documented administrator contact with parents/guardians and student to develop an attendance behavior contract

## **ATTENDANCE POLICY**

The right and privilege of attending West-MEC programs carries with it certain responsibilities on the part of both parents and students. It is important that parents and students recognize the direct relationship that exists between program success and regular, punctual attendance. Attendance and punctuality are ultimately the responsibility of the student and his/her family. Students should miss class only when necessary because much of the classroom activity cannot be replicated; the benefits of labs, group work, lectures, class discussion and career-based learning experiences such as industry speakers are lost to those who are absent. Tardiness and early departure disrupt the learning environment of everyone in the class. Coming in late or leaving early deprives the student of full learning time and disrupts the education of other students. If a student is to learn, he/she must be in an assigned work station prepared to work at the beginning and ending of class. The West-MEC faculty and staff believe that regular attendance and punctuality are key to the success and skill acquisition students gain from participating in career and technical programs.

Consistent with state law, the West-MEC district believes that parents or legal guardians are primarily responsible for their students' attendance at school. Parent(s) or legal guardian(s) have the right to have their children out of school for any reason they deem important. In exercising that right, they assume responsibility for the loss of any academic material presented during their children's absence. They may also be responsible for their children's loss of credit if absences become excessive. State law mandates that all schools record the reason for all student absences. Therefore, when a student is absent, the parent/guardian must notify/call the appropriate attendance line within 24 hours of the absence.

In order to comply with auditing requirements, a student is marked absent for the entire class time when missing 50 percent or more of his/her West-MEC course. All attendance policies include students over 18.

A list of attendance lines for each West-MEC campus and partner program is published on the West-MEC website at [www.west-mec.edu](http://www.west-mec.edu).

West-MEC attendance policies vary based on the central program the student is attending. Attendance policies for central programs differ from member district policies. Several West-MEC programs are in partnership with community colleges. In this case, attendance policy follows that of the partner college program and will be outlined in the syllabus. Attendance policies and procedures for West-MEC owned Central Programs are clearly outlined in each program syllabus.

**Because attendance is a valued employability skill, both verified and unverified absences count towards student attendance totals.** Verified Absences include the following: timely written or verbal notification from parent/guardian (e.g. doctor appointment, school performance (excluding rehearsal), and graduation), religious observance, extended absence due to medical condition with documentation from doctor and home high school notification (e.g. Fire Drill). Unverified Absences include any absences with no notification to West-MEC. Administrators are authorized to excuse additional absences for extended illnesses, injury, military training or service, or extenuating circumstances upon satisfactory verification.

**School Business:** State and National CTSO Contests and Mandatory State/High Stakes Testing is defined as School Business and does not count towards student attendance totals when testing documentation is provided. School Business includes the following; State CTSO Contests, National CTSO Contests, AzMERIT, AzM2, AIMS Science, ACT, PSAT, ASVAB, AP Testing, and Final Exams requiring an altered school schedule conflicting with the West-MEC schedule. All attendance policies include students over 18.

The following procedure will be implemented each semester:

- Absence 1-2 Automated phone calls home for unverified absences
- Absence 3 Same as above, plus documented teacher/parent conference (via phone)
- Absence 4 Documented letter detailing absences sent home, teacher and counselor work together with parents/students to discuss strategies for improved attendance
- Absence 5-6 Automated phone calls home for unverified absences
- Absence 7 Documented teacher/parent conference (via phone or in-person)
- Absence 8-9 Documented administrator contact with parents/guardians and student to develop an attendance behavior contract
- Absence 10 Student may be withdrawn from the program if in violation of his/her attendance behavior contract. Due process will be followed

## **CALENDAR**

West-MEC Central Programs offered at post-secondary and industry facilities do not follow a typical high school calendar. Depending on the West-MEC Central Program, students are required to participate in internships and/or summer school training. For specific calendar information, please visit our website at [www.west-mec.edu](http://www.west-mec.edu) and navigate the site map for current year "Central Programs."

## **LATE WORK**

Late work is defined as any work completed and turned in after a designated due date. Work is also late when a student turns in assignments after the equal number of days allowed for verified absences. Opportunities to make up late work at 100% of the assignment value are not guaranteed for unverified absences.

## **ABSENCE WORK / MISSED HOURS**

Students must notify their teacher of a planned absence and request assignments. All missed program hours, classwork, and homework must be made up in a timely fashion to realize student success and final industry certification. Each student has as many days to make up work/hours as the number of days he/she was absent, plus one, unless the student makes other arrangements. This policy also includes time missed due to State Mandated Testing (AzMERIT) or final exams at the home campus. Opportunities for makeup work at 100% of the assignment value are not guaranteed for unverified absences.

### **EARLY RELEASE/LATE ARRIVAL**

West-MEC's member school districts have various early release/late start days for testing, teacher in-service or assemblies. Parents/guardians must inform their student's West-MEC program\* of pre-planned early release/late start days at the home campus that interfere with the student's attendance at West-MEC. Parents/guardians must be listed as such in the student's records on file with West-MEC. If the parent/guardian comes in person to a West-MEC program to have a student released, staff will ask for identification before releasing the student. Students who arrive late to class due to an alternate schedule at the home campus, appointments, or personal business must have prior parental notification submitted through the West-MEC program. Failure to follow these policies may result in disciplinary action under the West-MEC Attendance Policy.

\*Contact information is specific for each program; please see class syllabus for telephone number or email address to use to contact the appropriate staff.

### **9/11 EDUCATION DAY**

West-MEC, as a public school, dedicates a portion of the day every September 11 to education about September 11, in accordance with legislative mandate (HB2325).

### **MOMENT OF SILENCE**

Students engage in a moment of silence at the beginning of the day (HB2707).

### **GRADING CRITERIA**

Students earn elective credits for participation in West-MEC Central Programs. Our member school districts and all public schools accept West-MEC credits, which are applied to a student's graduation elective requirements. The West-MEC grading policies vary based on the central program the student is attending; students must check the class syllabus for specific course grading information.

### **STUDENT GRADE REPORTING**

Progress reports are electronically shared with parents every nine weeks of a grading period and sent to home schools. Transcripts with high school credits are issued twice per year at the end of each semester and are also sent to home schools. Semester report card grades are mailed home to students. See your instructor for dates when progress grades and report cards are issued. Students and parents have continual access to students' current academic progress through the FOCUS Parent/Student account.

### **CRITICAL PROGRAM BENCHMARK REQUIREMENTS**

Students must fulfill critical academic and hour requirements in order to progress successfully through a West-MEC program. To advance in a West-MEC Central Program, students must meet specific academic benchmarks and hour requirements as outlined in the program syllabus.

### **INCOMPLETE GRADES**

Students may earn an Incomplete (I) semester grade if prior arrangements have been made and a plan to complete the missing work has been established. Upon submission of the missing work, the Incomplete (I) will be changed to the appropriate letter grade.

### **GRADE CHANGES**

A teacher may submit a semester grade change in the event of a gradebook calculation error or to update an Incomplete (I) grade. Grade changes are typically submitted within a two-week period after semester end.

### **WITHDRAWALS**

Parent(s) or legal guardian(s) must contact the West-MEC campus to withdraw their student from a course. For students in a college partner program, contact West-MEC Post-Secondary Manager (623.738.0018). However, if a student has excessive absences or a failing grade, West-MEC or its college partner may withdraw the student from the program and notify the parent(s)/legal guardian(s). If a student is withdrawn prior to the completion of the semester, the student does not earn the high school grade and credit for the course. However, when students withdraw or are withdrawn for cause from a West-MEC partner college program the grade earned in the college course will reflect on the student's college transcript. Withdrawn students must follow the district's policy and sign in as a visitor when entering campuses; otherwise, they are considered to be trespassing.

## **DISCIPLINE POLICY**

West-MEC Central Programs are offered at West-MEC campuses and post-secondary institutions. Students are subject to discipline policies and administrative actions set forth by West-MEC and participating post-secondary institutions.

## **EXPULSION**

Any student who has been expelled from his or her home school district will not be admitted as a student at West-MEC. A West-MEC student who is expelled from his/her home school while attending West-MEC, may not continue to attend West-MEC.

(A.R.S. 15-841.C)

## **COMMUNICATION OF STUDENT DISCIPLINE BETWEEN WEST-MEC AND MEMBER DISTRICTS**

When a student infraction results in a suspension from a West-MEC Central Program, or a member district school campus, the details of the suspension will be communicated with the partner district. The student may be subject to disciplinary action according to the rules and policies of the partner district.

## **LAW ENFORCEMENT**

The District may notify appropriate law enforcement agencies of violations of the law.

## **STUDENT DISCIPLINE RULES**

Each student is expected to respect the rights of classmates, teachers and other school personnel. Students who violate the rights of others, or who violate rules and regulations of the district, are subject to appropriate disciplinary measures designed to correct their own misconduct.

1. Students are required to carry their high school identification card at all times while attending a West-MEC Central Program.
2. Students are to refrain from racial/ethnic/gender insults and/or intimidation.
3. Fighting is never appropriate on a school campus or a Central Program campus.
4. Any behavior that initiates, advocates, or promotes activities that threaten the safety or well-being of persons or property on school grounds, or which disrupts the education environment is strictly forbidden.
5. Sexual harassment or sexual abuse will result in disciplinary action and possible police notification.
6. West-MEC prohibits any person from possessing, storing, or using weapons, knives, firearms, explosive devices, and/or other dangerous instruments on school premises, including inside vehicles on school premises, and at activities sponsored by the District and/or District schools.
7. Any persons engaging in behavior or actions that threaten the safety or security of the campus will be disciplined accordingly.
8. Hover boards (two-wheeled, self-balancing scooters) may not be brought to campus due to the following hazards: Charging and stored devices may catch fire, resulting in possible injury to students, staff or visitors, and damage to school property. Use of these devices can increase exposure to slips, trips, and falls resulting in injuries from concussion, contusions/abrasions, and damage to internal organs for students and staff present at school site.

## **Title IX Sexual Harassment**

Title IX of the Federal Education Amendments Acts protects students from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The District adheres to all conditions established by the Title IX by recognizing the right of every student who attends school in the District to do so without the fear of sexual harassment.

The District will respond promptly when any student has informed a West-MEC employee of harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of the student, including how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students. The District shall, to the extent reasonably feasible, keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment.

Title IX sexual harassment complaints may include violations covered by Arizona's mandatory reporting statute, A.R.S. §13-3620. This policy can also be found on the West-MEC District website.

The complaints need to be directed/ sent to the West-MEC's Title IX Coordinator – Cathey Mayes ([cathey.mayes@west-mec.org](mailto:cathey.mayes@west-mec.org)) at the Human Resources office of the Western Maricopa Education Center.



## **Hazing**

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

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

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

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

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

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

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

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

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students.

## **Bullying**

It is the right of every student to be educated in a positive, safe, caring and respectful learning environment. A school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

Bullying, harassment or intimidation as defined by this policy will not be tolerated. Harassment, intimidation or bullying means any intentional written, verbal, or physical act which:

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm
- Has the effect of interfering with a student's education
- Has the effect of disrupting the orderly operation of the school

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, pranks, gestures, physical attacks, threats, exposure to social exclusion or ostracism, or other written, oral, or physical actions.

## **Cyberbullying**

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

Support services are available to students who have experienced bullying or harassment. Please contact Student Services at 623-738-0014.

## **VIDEO SURVEILLANCE NOTIFICATION**

To promote a safe environment, all West-MEC Central Program sites have video surveillance cameras in operation twenty-four hours a day. The systems survey both interior and exterior portions of campus, including parking lots.

## STUDENT DISCIPLINE GUIDELINES

**Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. Refer to Student Behavior Matrix and Referral forms on pages 40 and 41. The administrator is the highest level of appeal for a suspension of ten days or fewer.**

Infraction	Description	Consequence	
		Minimum	Maximum
Absences and/or tardies, more than 10	Refer to pages 28-29 of Student Handbook for definition. Refer to pages 52-53 for attendance and tardy contracts.	Refer to pages 28-29 of Student Handbook	Refer to pages 28-29 of Student Handbook
*Alcohol (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	10-Day Suspension	Expulsion
*Alcohol (sale or distribution)	The sale or distribution of alcohol as defined above.	10-Day Suspension	Expulsion
**Arson	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)	Long-Term Suspension/ Restitution	Expulsion/ Restitution
*Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)	5-Day Suspension	Expulsion
**Assault (aggravated)	An assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)	Long-Term Suspension	Expulsion
**Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	Short-Term Suspension	Expulsion
*Bullying/Cyber Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the use of technology.	5-Day Suspension	Long-Term Suspension
**Burglary (first degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. §13-1508)	Short-Term Suspension	Expulsion
Class Violation	Students are responsible for following all class policies, rules, and procedures as outlined by the	Informal Conference	Short-Term Suspension

	teacher.		
		<b>Consequence</b>	
<b>Infraction</b>	<b>Description</b>	<b>Minimum</b>	<b>Maximum</b>
Cheating or Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Loss of Credit for Assignment	5-Day Suspension
**Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Short-Term Suspension	Expulsion
Contract Violation	Failure to comply with the guidelines of an agreed upon contract.	Short-Term Suspension	Long-Term Suspension
*Dangerous Instrument/Device	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.	Short-Term Suspension	Expulsion
*Dangerous Instrument/Device (sale or distribution)	Sale or distribution of the above item.	5-Day Suspension	Expulsion
*Death Threat	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from <u>A.R.S. §13-1202</u> ).	Up to 10-Day Suspension depending on due process	Expulsion
Detention Violation	Failure to serve an assigned detention.	Short-Term Suspension	Long-Term Suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 132904)	5-Day Suspension	Expulsion
Disrespect	Treating district personnel or any others with contempt or rudeness	Conference	Long-Term Suspension
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. § 13-2911)	Conference	Long-Term Suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school and/or district policy.	Change of Clothes	3-Day Suspension
**Drugs (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances.	10-Day Suspension	Expulsion
*Drugs (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. The term "drugs" includes anything that looks like drugs.	5-Day Suspension	Expulsion
*Drugs (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	10-Day Suspension	Expulsion
Drug Paraphernalia	Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.	Short-Term Suspension	Expulsion

Electronic Devices	Cell phones, pagers, media players or other electronic items, whether operational or non-operational.	Confiscation	3-Day Suspension
		<b>Consequence</b>	
<b>Infraction</b>	<b>Description</b>	<b>Minimum</b>	<b>Maximum</b>
*Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.	Notify Parent	Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.	3-Day Suspension	Long-Term Suspension
Failure to Attend Learning Center	Failure to serve an assigned extra learning opportunity.	Conference	Short-Term Suspension
Failure to Follow Test Taking Procedures	Failure to comply with the rules, policies, or procedures for assessments or compromising the integrity of the test taking environment.	Short-Term Suspension	Long-Term Suspension
Failure to Return School Documents	Failure to return requested school documents.	Conference	Short-Term Suspension
Failure to Wear Student ID Badge	Failure to wear West-MEC issued ID badge.	Conference Notify Parents	Short-Term Suspension
*Fighting/Mutual Combat	Students shall not fight, push, intimidate or otherwise abuse other students.	5-Day Suspension	Expulsion
**Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	3-Day Suspension	Long-Term Suspension
**Firearm	Students are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111)	10-Day Suspension	Expulsion
Fireworks	Students are prohibited from possessing or using fireworks or explosive devices on school property.	3-Day Suspension	Long-Term Suspension
Forgery/Falsification	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying).	1 Day Suspension	10-Day Suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Conference	5-Day Suspension
**Gang Activity	Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school.	3-Day Suspension	Long-Term Suspension

Infraction	Description	Consequence	
		Minimum	Maximum
Good Neighbor Policy	School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking/vaping on adjacent property of the school. Violations of conduct by students in this manner may result in disciplinary action. (ARS 13-2905-A.5)	Conference	Long-Term Suspension
*Harassment/Hazing/Threat/Intimidation	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying. (See "Hazing" on Page 32 of student handbook.) (A.R.S. § 15-2301)	1 Day Suspension	Expulsion
Inappropriate Language/Gestures	The use of profanity or any derogatory language stated publicly.	3-Day Suspension	Long-Term Suspension
Inappropriate Language to an Adult	The use of profanity or any derogatory language directed towards a staff member.	3-Day Suspension	Expulsion
Insubordination/Defiance/Non-Compliance	Intentionally resisting or disregarding the authority of district personnel. Failure to comply with the reasonable request of a staff member.	Conference	Long-Term Suspension/Removal from Program
Leaving Campus without Authorization	Leaving school grounds or being in an "out of-bounds" area during regular school hours without permission of the administrator or administrator's designee.	Conference	3-Day Suspension
Loitering	Remaining in a location for no obvious reason.	Conference	3-Day Suspension
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	1 Day Suspension	Long-Term Suspension
*Other School Threat	An incident that cannot be coded in one of the other categories but did involve a school threat.	Conference	Expulsion
Physical Abuse of Staff Member	Students shall not intimidate or physically abuse staff. (ARS 15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (ARS 15-843)	3-Day Suspension	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Warning	10-Day Suspension
**Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.	5-Day Suspension/Restitution	Expulsion/ Restitution
**Robbery (Armed)	Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.	Long-Term Suspension	Expulsion
**Sexual Abuse	For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.	Short-Term Suspension	Expulsion
**Sexual Assault	For definition, refer to A.R.S. §13-1406.	Long-Term	Expulsion

		Suspension	
		<b>Consequence</b>	
Infraction	Description	Minimum	Maximum
**Sexual Harassment	Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)	Conference Notify Parents Notify Title IX Coordinator	Expulsion Notify Title IX Coordinator
Sexual Misconduct	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling another's underclothing, possession or distribution of pornographic materials.	Conference Notify Parents	Expulsion
Simulated Weapon	An instrument is displayed or represented as a weapon.	Confiscation Notify Parents	Long-Term Suspension
Tardy	Failure to be at a designated location at a specified time.	Verbal Warning by Teacher	Develop student contract and Parent Conference
Technology Misuse/Computer Tampering	Failure to use hardware, software, electronic devices, web pages, and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility. This includes unauthorized access to any computer, computer system, or network.	Conference	Long-Term Suspension Loss of Technology use
*Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by district insurance.	1 Day Suspension	10-Day Suspension / Restitution
*Tobacco	Refers to smoking tobacco (e.g. cigarettes, cigars), and smokeless tobacco (e.g. dip, chew, snuff, or twist). NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields, and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. § 36-798)	3-Day Suspension	10-Day Suspension
Tobacco Paraphernalia	Any apparatus or equipment used, or capable of being used, in consuming tobacco, or represents consumption of tobacco or nicotine. Examples include, but are not limited to, rolling papers, electronic cigarettes (e-cigarettes), matches, and lighters.	3-Day Suspension	10-Day Suspension

		<b>Consequence</b>	
<b>Infraction</b>	<b>Description</b>	<b>Minimum</b>	<b>Maximum</b>
*Vaping	Refers to the use of vapor products as defined by A.R.S. § 13-3622 to be any device not regulated by the FDA which heats a nicotine solution cartridge. Note: Possession of a Vapor Product by a minor is a criminal offense per A.R.S. § 13-3622.	3-Day Suspension	10-Day Suspension
Vapor Product	Per A.R.S. § 13-3622 any noncombustible tobacco-derived product containing nicotine that employs a mechanical heating element, battery or circuit, regardless of shape or size, that can be used to heat a liquid nicotine solution contained in cartridges. Vapor product does not include any product that is regulated by the United States food and drug administration under chapter V of the federal food, drug and cosmetic act.	3-Day Suspension	10-Day Suspension
Trespassing	Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. § 15-841)	1 Day Suspension	10-Day Suspension
Truancy/ Unverified Absence	The failure of a student to attend his or her scheduled class at the prescribed time and place, or leaving class before the prescribed ending time without authorization.	Conference	3-Day Suspension
*Vandalism/Destruction of School Property	Willful destruction or defacement of school or personal property.	3-Day Suspension	Expulsion/ Restitution
Vehicle Violation	Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.	Revocation of Parking Privileges	10-Day Suspension
**Weapons	Any item that may cause harm to another person, including but not limited to, a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife of any size, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. (A.R.S. § 13-3102(11))	Long-Term Suspension	Expulsion
**Weapons (sale or distribution)	Sale of the above weapons.	Long-Term Suspension	Expulsion

Per AZ Safe regulations:

A single asterisk (\*) indicates the violation must be reported to the Arizona Department of Education

A double asterisk (\*\*) indicates the violation must be reported to law enforcement and the Arizona Department of Education

### **PARENT LIABILITY**

Under Arizona law, upon complaint of the Governing Board, the parents of minors who cut, deface or otherwise damage any school property shall be liable for all damages caused by their children. See A.R.S. § 15-842

## **DUE PROCESS**

Students in the district have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

1. Must be informed of accusations against them.
2. Must have the opportunity to accept or deny the accusations.
3. Must have explained to them the factual basis for the accusations.
4. Must have a chance to present an alternative factual position if the accusation is denied.
5. All discipline referrals submitted to the school administration will begin with a conference with the student. If a student requests to have a parent(s)/legal guardian(s) contacted, the school will make reasonable efforts to contact the parent(s)/legal guardian(s). In the case of suspensions/expulsions, parent(s)/legal guardian(s) will be notified of consequences by a personal phone call accompanied by a written referral form. If attempts to notify parent(s)/legal guardian(s) by telephone are unsuccessful, parents will be notified by written referral form only. Parent(s)/legal guardian(s) involvement is an important part of the discipline at all levels.

**Referral** - Students will be referred to the administrator for violations outlined in the West-MEC Handbook and when their disruptive behavior interrupts the educational process.



The following levels offer guidelines for the communication of student incidents between West-MEC, partner programs and member districts. When a student offense results in the suspension from a West-MEC, college partner or member district local school campus, the student may also be subject to the policies and procedures in the partner district.

LEVEL 1	LEVEL 2	LEVEL 3
Includes minor infractions, handled by the local teacher/administrator, where no suspension results.	Includes those infractions where the student is referred to the local school administration and may be assigned a suspension.	Includes any incident that may result in a suspension of more than two days. Refer to the district student handbook for more information on those incidents resulting school suspensions.
Level 1 – indicates no notification to the partnering school campus	Level 2 – indicates notification to the partnering school’s campus and district	Level 3 – indicates notification to the partnering school campus/district and may result in a proportionate response on both campuses

In the event of a level two or three incident, the following process will occur:

1. Learn of incident and, if necessary, conduct investigation of allegation
2. Notify partnering school campus administrative team/West-MEC of incident
3. Pending investigation, share any disciplinary action (suspension) with partnering school
4. May result in a proportionate response from the partnering school campus

## Behavior Referral Form

Program \_\_\_\_\_

Referred by \_\_\_\_\_

Date of Referral \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Date of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_ am/pm

Time Description:  Before School  During School Hours  After School

Location of Incident:  Off Campus  On Campus Inside

On Campus Outside

Other People involved: Role: [Victim, Offender, Witness]

Injuries Sustained (if any, indicate who and what)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Care Provided for Injury: (include who provided care)

Explanation/Comments \_\_\_\_\_

\_\_\_\_\_

<i>Student Signature</i>	<i>Date</i>	<i>Reporter Signature</i>	<i>Date</i>
<i>Administrator Signature</i>	<i>Date</i>		

**VIOLATIONS** Check all that apply:

- Attendance (more than 10 absences and/or tardies)
- \*Alcohol (use/possession/under the influence/sale/distribution)
- \*\*Arson
- \*\*Assault
- \*Assault (aggravated)
- \*\*Bomb Threat
- \*Bullying/Cyber Bullying
- \*\*Burglary/Breaking and Entering
- \*\*Burglary (first degree)
- Class Violation
- Cheating/Plagiarism
- \*\*Chemical/Biological Threat
- Contract Violation
- \*Dangerous Instrument/Device (possession/sale/distribution)
- \*Death Threat
- Detention Violation
- Disorderly Conduct
- Disrespect
- Disruption
- Dress Code Violation
- \*\*Drugs (use/possession/under the influence)
- \*Drugs (over the counter)
- \*Drugs (sale or distribution)
- Drug Paraphernalia
- Electronic Devices
- \*Endangerment
- \*Extortion
- Failure to Attend Learning Center
- Failure to Follow Test Taking Procedures
- Failure to Return School Documents
- Failure to Wear Student ID Badge
- \*Fighting/Mutual Combat
- \*\*Fire Alarm Misuse
- \*\*Firearm
- Fireworks
- Forgery/Falsification

*For Administrator Use Only*

- Gambling
- \*\*Gang Activity
- Good Neighbor Policy
- \*Harassment/Hazing/Threat/Intimidation
- Inappropriate Language/Gestures
- Inappropriate Language to an Adult
- Insubordination/Defiance/Non-Compliance
- Leaving Campus without Authorization
- Loitering
- Minor Aggressive Act
- \*Other School Threat
- Physical Abuse of Staff Member
- Public Display of Affection
- \*\*Robbery/Robbery (Armed)
- \*\*Sexual Abuse/Assault/Harassment
- Sexual Misconduct
- Simulated Weapon
- Tardy/Truancy/Unexcused Absence
- Technology Misuse/Computer Tampering
- \*Theft
- \*Tobacco
- Tobacco Paraphernalia
- Trespassing
- \*Vandalism/Destruction of School Property
- Vaping
- Vaping Products
- Vehicle Violation
- \*\*Weapons (possession/sale/distribution)

Action(s) Taken: (as per student handbook)

Action Date: \_\_\_\_\_

Action Scheduled: \_\_\_\_\_

\_\_\_\_\_

Attach documentation of action taken

No Action Taken

\* indicates the violation is reported to the Arizona Department of Education

\*\*violation must be reported to law enforcement and is reported to the Arizona Department of Education

\*\*\*student suspensions reported to Assistant Superintendent for Teaching, Learning & Campus Operations

**Short-Term Suspension** - If the administrator decides that the alleged misconduct warrants a consequence of a suspension for 10-Days or fewer, the administrator shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the administrator his or her defense or position concerning the alleged violation. After the conclusion of the investigation, the administrator, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time not to exceed 10-Days. If a suspension is imposed, the administrator imposing the suspension shall keep a record of the aforesaid proceedings. Parent(s)/legal guardian(s) may request a campus administrative review of the discipline data and decision to suspend. Homework can be provided at the request of the parent. There is no level of appeal higher than the administrator for a suspension of 10-Days or fewer.

**Long-Term Suspension** - If the administrator decides that the alleged misconduct is sufficiently serious to warrant a suspension in excess of 10-Days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10-Days or an expulsion. When a student is charged by the administrator with misconduct, which may result in long-term suspension or expulsion, the parent(s) or legal guardian(s) of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

A student who is long-term suspended from a program is considered to be long-term suspended from the West-MEC district and may not be readmitted to any West-MEC Central Program during the time during which said suspension is in force.

The suspension shall be in accordance with pertinent Arizona Revised Statutes. The ability to make up work for credit during long-term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

- If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator will notify the parent(s) or legal guardian(s) in writing. The school administrator shall also notify the district office to schedule a long-term suspension hearing.
- If a long-term suspension hearing is scheduled, the district will deliver or send by certified mail, notice of the hearing to the student's parent(s) or legal guardian(s) at least five working days prior to the hearing.

The notice shall contain:

- The time, date and place of the hearing.
- The name of the hearing officer.
- A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
- A copy of Policy JKD and A.R.S. 15-840 through 15-844.
- 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.
- A statement that notice must be given to the superintendent at least 24 hours before the hearing if the student or his parent(s) or legal guardian(s) will have an attorney present.

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. In the event the district is unable to contact the parents or guardians after taking reasonable steps to do so, the district may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student and parent(s) or legal guardian(s) fail to appear at the hearing, the hearing may proceed and the student may be found responsible in absentia.

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 five working 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:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
- Inform the parent(s) or legal guardian(s) about suspension appeal procedures.

Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

**Long-Term Suspension Appeal** - If the hearing officer recommends a long-term suspension, the Governing Board will be informed, in writing, of that decision. Parent(s) or legal guardian(s) may appeal the decision for long-term suspension based on one of the following reasons:

- There was substantial non-compliance with policy JKD.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

To appeal the decision of the hearing officer, parents must deliver a letter to the superintendent within five (5) working days after receiving notice of the decision of a long-term suspension and prior to the Governing Board meeting where the hearing officer's decision will be considered. The letter must describe in detail all objections to the hearing or the decisions rendered at the hearing. The Governing Board will review the hearing officer's decision and the parent(s) or legal guardian(s) letter of appeal. If the Governing Board feels more information is necessary, they will conduct another hearing. No new evidence can be admitted at the appeal hearing. The Governing Board will review the material in executive session. Unless requested in writing by the parents, the executive session will be closed. Upon review of the decision in executive session, the Governing Board may uphold, modify or rescind the hearing officer's decision.

**Expulsion** - The hearing officer may recommend that a student be removed from the Central Program (a student who is removed from a program is considered to be removed from the West-MEC District and may not be readmitted to any West-MEC Central Program during the time during which said removal is in force). That recommendation will be forwarded to the Governing Board, who will act on it.

Parent(s) or legal guardian(s) may appeal the recommendation for expulsion based on one of the following reasons:

- There was substantial non-compliance with policy JKD (Student Suspension/Expulsion/Due Process Rights).
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

The Governing Board will consider a hearing if there is an appeal of the hearing officer's recommendation for expulsion from the parent(s) or legal guardian(s). The Governing Board will review the decision from the hearing officer and the parent(s) or legal guardian(s) appeal and will hear evidence from the school and/or district officials and the student's family.

No new evidence can be admitted at the appeal hearing. The Governing Board will conduct the hearing in executive session. Unless requested in writing by the parent(s) or legal guardian(s), the executive session will be closed. If the parent(s) or legal guardian(s) disagree that the hearing, held by the board, should be held in executive session, it shall be held in an open meeting unless:

- If only one student is subject to the proposed action and disagreement exists between that student's parent(s) or legal guardian(s), then the board, after consultation with the student's parent(s) or legal guardian(s), shall decide in executive session whether the hearing will be in executive session.
- If more than one student is subject to the proposed action and disagreement exists between the parent(s) or legal guardian(s) of different students, then separate hearings shall be held subject to the provisions of A.R.S.15-843.

Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parent(s) or legal guardian(s) and legal counsel from attending any executive session pertaining to the proposed disciplinary action or from having access to the minutes and testimony of such executive session or from recording such a session at the parent(s) or legal guardian(s) expense.

**Readmission** - Once a student is expelled, the student's parent(s) or legal guardian(s) may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

**Student Disciplinary Record-Keeping** - Each administrator shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary actions shall be retained for at least two years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but are not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for pupils subject to disciplinary action shall contain an entry of:

- Pupil's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to affect an adjustment, including the specialized help secured before referral, (i.e., conferences with parent(s) or legal guardian(s), conference with administrator, conferences with other school personnel, etc.)
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent(s) or legal guardian(s) if either wishes.

**Suspension Due to Clear and Present Danger** - Following a preliminary investigation, the facts may indicate the presence of an alleged offender who presents a clear and disruptive influence to the educational process on campus. In that case, the administrator may suspend the student from school pending further investigation and disposition of the incident.

**Administrator Review** - In case of a suspension which is for ten days or fewer, and there has been no recommendation for Long-Term suspension, the student/parent may request, in writing, a review of the situation/discipline. Once the administrator reviews the stated concern(s), the administrator shall notify the student and parent(s) or legal guardian(s) of the final determination. There is no level of appeal higher than the administrator for a suspension of 10-Days or fewer.

## **INTERROGATION, SEARCH, ARREST**

School officials may question students regarding matters related to school without limitation. The parent(s) or legal guardian(s) will be contacted if a student is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by an administrator.

**Searches** - School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student exists.

Items provided by the district such as lockers, desks, storage areas, etc. or personal items are provided as a convenience to the student, but remain the property of the school, and are subject to its control and supervision. Students have no reasonable expectation of privacy, and the aforementioned may be inspected at any time with or without reason, or with or without notice, by school personnel.

Personal searches may be conducted by a district/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items, which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room with second adult of the same sex as student.

Searches of the student shall be limited to the following:

- Searches of the pockets, shoes and socks of the student, jackets, etc.
- Any object in the student's possession such as a purse, backpack or briefcase.

School and district officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of any of the following:

- "Contraband" includes all substances or materials prohibited by district/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- Any material or item which presents an imminent danger of physical harm or illness, and/or,

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place. Contraband materials as identified in the introduction above may be seized when found in the course of a search.

Any such items seized may be:

- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized.
- Turned over to law enforcement officers or destroyed.

**Search Warrants** - If a search warrant is served, district/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

**Arrests** - When a peace officer enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification. The school staff shall cooperate with the officer in locating the student within the school.

School officials may respond to parental or legal guardian inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent(s) or legal guardian(s).

**Reporting Child Abuse** - Per state law, and Governing Board policy, school employees and certain volunteers who reasonably believe that a child has been the victim of neglect, abuse, and/or non-accidental injury, or sexual offenses must report suspected activity to Department of Child Safety (DCS) and/or local law enforcement agencies. Where a parent or guardian is the alleged abuser, school personnel are not to notify parent or guardian. DCS and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the child's family, volunteer and school personnel shall follow reasonable notification procedures.

Individuals required to report reasonable suspected abuse are protected by state law from civil or criminal liability.

Schools shall comply with request by DCS or the Police Department to question any child who is a suspected abuse victim. The investigating agency will determine whether school personnel should be with the child during questioning. The DCS worker and/or the police may interview the child and all other children residing in the home, on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. DCS also has the authority, upon written request, to obtain school records. (A.R.S. §13-3620).

### **CUSTODY**

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

### **COMPUTER, TELECOMMUNICATION AND NETWORK RESOURCE POLICIES**

The following guidelines and policies apply to:

- Students who use computers belonging to the West-MEC School District.
- Students who access network resources available through the West-MEC School District.
- Students who bring personal electronic devices to West-MEC campus/events.

### **Acceptable Use Policy and Procedures**

Internet access and email are available to students and teachers in West-MEC. WEST-MEC believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, communication and educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response. If a parent/guardian wishes to prohibit his/her student from the use of technology and the Internet, he/she may see the campus administrator/counselor at Orientation to opt out. Opting out of technology use will have a significant impact on the student's ability to access curriculum, assignments, e-books and certification.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, the Western Maricopa Education Center (West-MEC) Governing Board has adopted the following policy:

### **Acceptable Use – Each user must:**

- Use Electronic Information Systems (EIS) to support personal educational objectives consistent with the educational goals and objectives of West-MEC.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.

- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the EIS in any way that would disrupt the use of the EIS by others.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Follow the district's code of conduct.
- Not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on WEST-MEC servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Use of EIS for information collection purposes (online surveys, email, etc.) must follow existing district policies and have appropriate administrative approval.

**In addition, acceptable use for district employees is extended to include requirements to:**

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use district accounts.
- Take responsibility for assigned personal and district accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.

**Unacceptable Uses – Each user must not:**

- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users shall not access the network for any non-educational purposes.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e. Shockwave games/animations, audio and other visual files.)
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.
- Users will not display name or photo to personally identify an individual without receiving written permission.
- Users will not reveal full name, address, phone number, or personal email without permission from an adult.
- Users shall not plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, attack others or use obscene language in written communications.
- Users will not post anonymous messages.
- Users may not use free web-based email, messaging, video conferencing, or chat services without written permission from WEST-MEC Information Technology.



**Resource Limitations:**

- Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education or career development.
- Users shall not use the District's EIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures.
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

**Personal Responsibility:**

- I will report any misuse of the EIS to the administration or system administrator.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.
- I understand that when I am logged on to District computers or electronic devices, that I am ultimately responsible for any activity that occurs on the computer or electronic device under my log-in.

**Privileges and Responsibilities:**

The use of West-MEC computers, telecommunication and network resources is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action under the guidelines and through the authority of the Governing Board and its policies. The West-MEC District reserves the right to monitor the use of district computers, telecommunications and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school personnel. Should it become necessary, files may be deleted. The West-MEC District is not responsible for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the district. The West-MEC School District may make rules, as needed, for the operation of the system.

**Network Etiquette:**

I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses, personal phone numbers, or personally identifiable information.
- Avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.
- Observe the following considerations:
  - o Be brief.
  - o Strive to use correct spelling and make messages easy to understand.
  - o Use short and descriptive titles for articles.
  - o Post only to known groups or persons.

**Services:**

West-MEC specifically denies any responsibility for the accuracy of information. While West-MEC will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.

**Media Release Form**

By agreeing to the student handbook, I/We hereby grant Western Maricopa Education Center (West-MEC) school district #402 and its schools, permission to use the video, photographic and/or audio representation, as well as name and likeness, of for use in the district's video productions, media releases, publications, website(s), multimedia presentations, electronic communications, and social media networks. I/we also give permission to allow interviews and/or photographs to be conducted by district-authorized media. Families who do not wish to allow any of the above may complete a media release form provided by the campus office.

### **Parent/Guardian/Student Contact**

West-MEC at its discretion, communicates with and contacts parents/guardians/students using any current means of communication directly related to the student's enrollment in the program including: telephone, email, automatic telephone dialing equipment, prerecorded voice messages and text messages, regardless of whether the individual will incur any costs to receive or respond to any such communication.

### **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

Students may present a complaint or grievance regarding (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is presented by law, or the Governing Board without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/or grievance falls within this policy shall be determined by the Superintendent or Designee.

A student or the student's parent or guardian may initiate the complaint process by completing the Student Concerns, Complaints, and Grievances Complaint Form found on page 50.

A complaint/or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.



**STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

**COMPLAINT FORM**

(To be filed with a school administrator or the administrator’s immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator’s immediate supervisor)

*Additional pages may be attached if more space is needed.*

**Please Print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to note all relevant dates, times, and places.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address (es), and telephone number(s).

Name

Address

Telephone Number

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**The projected solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Administrator or professional staff member receiving initial complaint

\_\_\_\_\_  
Date initial complaint received

### ATTENDANCE CONTRACT

In order for student success in a West-MEC program, it is vital that students maintain good standing in attendance. Students are expected to attend class; when it is necessary for a student to be absent from school, it is required that parents/guardian call the appropriate West-MEC campus attendance line with the reason for the absence, tardy, or early departure.

The following procedure will be implemented each semester:

- Absence 1-2 Automated phone calls home for unverified absences
- Absence 3 Same as above, plus documented teacher/parent conference (via phone)
- Absence 4 Documented letter detailing absences sent home, teacher and counselor work together with parents/students to discuss strategies for improved attendance
- Absence 5-6 Automated phone calls home for unverified absences
- Absence 7 Documented teacher/parent conference (via phone or in-person)
- Absence 8-9 Documented administrator contact with parents/guardians and student to develop an attendance behavior contract
- Absence 10 Student may be withdrawn from the program if in violation of his/her attendance behavior contract. Due process will be followed

Your student currently has \_\_\_\_\_ absences this semester. Every absence after six (6) will result in documentation for removal from the West-MEC Central Program. Students who miss in excess of ten (10) days may be removed from the program and may lose credit.

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

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

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

Printed name of parent and contact phone number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student outcome desired:

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

Date: \_\_\_\_\_

### TARDY/EARLY DEPARTURE CONTRACT

In order for student success in a West-MEC program, it is vital that students maintain good standing in attendance. Students are expected to attend class; when it is necessary for a student to be absent from school, it is required that parents/guardian call the West-MEC campus attendance line with the reason for the absence, tardy, or early departure.

The following procedure will be implemented each semester:

- Tardy/Early Departure 1-2 Documented teacher/student conference
- Tardy/Early Departure 3 Same as above, plus documented teacher/parent conference (via phone)
- Tardy/Early Departure 4-6 Documented teacher/student conference
- Tardy/Early Departure 7 Documented teacher/parent conference (via phone or in-person)
- Tardy/Early Departure 8 Documented administrator contact with parents/guardians and student to develop an attendance behavior contract

Your student currently has \_\_\_\_\_ tardy/early departures this semester. Every tardy/early departure after eight (8) will result in documentation for removal from the West-MEC Central Program. Students with tardy/early departures in excess of ten (10) days may be removed from the program and may lose credit.

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

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

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

Printed Name of Parent and contact Phone number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student outcome desired:

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

Date: \_\_\_\_\_



Student Acceptance of Responsibility

***This is a sample only. See Campus Administrator for actual form.***

By completing this form, I verify I am an *eligible student* as defined under the Family Educational Rights and Privacy Act (FERPA) guidelines, who has reached the age of eighteen (18). *Eligible students* are defined below:

Family Educational Rights and Privacy Act (FERPA) – particularly, 20 U.S.C. §1232(g) and 34 CFR §99 discusses parent rights for 18-year-old high school students. The general rule is that a student becomes an adult at age 18. **However**, if the adult student is still a dependent as defined by the Internal Revenue Code, then parents still have a right to access the student’s information without the student’s permission.

As an eligible student [18 years of age and not a dependent of parent(s)], I am responsible for myself and request that my educational records are provided only to myself. Such records include, but are not limited to:

- Grades
- Attendance
- Discipline

***sample only***  
Student Printed Name

***sample only***  
Student Signature

\_\_\_\_\_  
Date

***sample only***  
Parent Printed Name

***sample only***  
Parent Signature

\_\_\_\_\_  
Date

*By signing this document I verify that I am the parent/guardian of the student identified above, and that this student is eligible under the FERPA guidelines outlined above to claim education responsibility for himself/herself.*

<i>For Office Use Only</i>		
Confirmation received on _____	by _____	_____
<i>Date</i>	<i>Printed Name</i>	<i>Signature</i>
Updated in School Master on _____	by _____	/ _____
<i>Date</i>	<i>Printed Name</i>	<i>Signature</i>

**ANNUAL NOTIFICATION**

**DATE:** 3-19-2012  
**TO:** Workers, Building Occupants, Tradesmen, and Outside Service Providers  
**FROM:** Western Maricopa Education Center (West-MEC)  
**REFERENCE:** **Corporate, Aviation and Diesel:**  
Asbestos Hazard Emergency Response Act (AHERA) 40  
CFR Part 763 – Asbestos-Containing Materials in Schools; Final Rule and  
Notice, October 30, 1987, 763.84 General locate education agency  
responsibilities.

The above referenced regulation mandated by the Environmental Protection Agency (EPA) is for schools K-12. Under this program, notification is required to inform at least once each year to notify building occupants about inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress.

*Statement: The AHERA Management Plan (MP) for :*

*Corporate 5487 N 99 Ave. Glendale, AZ  
Aviation 6997 N Glen Harbor Glendale, AZ  
Diesel 9899 W Roosevelt, Tolleson, AZ*

*The MP is available for review at the District Office upon request.*

If you have any questions, please contact the person responsible for this program (Designated Person)

Name: Mr. Vince Santa Maria

Telephone Number: 623-738-0029



**AFFIDAVIT: NON-USE OF ASBESTOS CONTAINING BUILDING MATERIALS**

State of Arizona )  
                          )                    ss:  
County of Maricopa )

I, Steve Foulin, having

been duly sworn, depose as follows:

1. I am authorized to make this affidavit on behalf of

McCarthy Building Companies, Inc.

who/which is the Subcontractor of the West-MEC Aviation Project

2. In performing the Contract for the construction of

West-MEC Aviation Project

(Project Name)

I certify that no building materials containing asbestos were used or incorporated in any way in the completed project.

Dated this 27<sup>th</sup> day of April 2011

McCarthy Building Companies, Inc.

By: [Signature]

Title: Project Director

Subscribed and sworn to before me this

Dated this 27<sup>th</sup> day of April 2011

Notary Public: [Signature]  
My Commission expires: 03/15/2015



**AFFIDAVIT: NON-USE OF  
 ASBESTOS CONTAINING BUILDING MATERIALS**

State of Arizona     )  
                                   )  
 County of Maricopa    )     ss:

I,           Tyler Shupe          , having  
                                   (Contractor Representative)  
 been duly sworn, depose as follows:

1. I am authorized to make this affidavit on behalf of

          McCarthy Building Companies, Inc.            
                                   (Name of Company)

2. In performing the Contract for the construction of

          West-MEC Northeast Campus Improvements            
                                   (Project Name)

I certify that no building materials containing asbestos were used or incorporated in any way in the completed project.

Dated this           31st           day of           May           20           14          

          West-MEC Northeast Campus Improvements            
                                   (Project Name)

By:           [Signature]            
                                   (Signature of Contractor Representative)  
 Title:           Project Manager          

Subscribed and sworn to before me this

Dated this           31st           day of           May           20           14          

          [Signature]            
 Notary Public  
 My Commission expires:           February 15, 2015          



AFFIDAVIT: NON-USE OF  
ASBESTOS CONTAINING BUILDING MATERIALS

State of Arizona )  
)  
County of Maricopa )      ss:

I, Tyler Shupe, having  
(Contractor Representative)  
been duly sworn, depose as follows:

1. I am authorized to make this affidavit on behalf of

McCarthy Building Companies, Inc

(Name of Company)

2. In performing the Contract for the construction of

West-MEC SWC

(Project Name)

I certify that no building materials containing asbestos were used or incorporated in any way in the completed project.

Dated this 4 day of May 20 16.

West-MEC SWC

(Project Name)

By:



(Signature of Contractor Representative)

Title: Project Manager

Subscribed and sworn to before me this

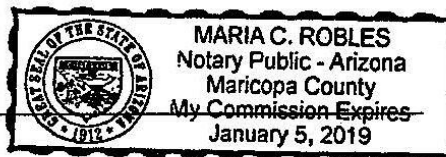
Dated this 4th day of May 20 16.

Maria C. Robles

Notary Public

My Commission expires :

01/05/19



AFFIDAVIT: NON-USE OF  
ASBESTOS CONTAINING BUILDING MATERIALS

State of Arizona     )  
                                  )  
County of Maricopa    )            ss:

I, Todd Scott, having  
(Contractor Representative)  
been duly sworn, depose as follows:

1. I am authorized to make this affidavit on behalf of

McCarthy Building Companies, Inc.  
(Name of Company)

2. In performing the Contract for the construction of

West-MEC NWC Phase I  
(Project Name)

I certify that no building materials containing asbestos were used or incorporated in any way in the completed project.

Dated this 6 day of July 2017.

West-MEC NWC Phase I  
(Project Name)

By: T Scott Todd Scott  
(Signature of Contractor Representative)

Title: Assistant Project Manager

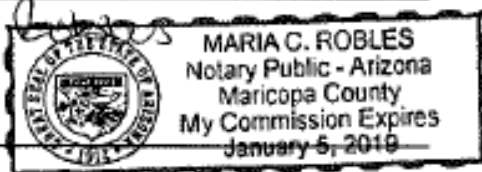
Subscribed and sworn to before me this

Dated this 6th day of July 2017.

Notary Public

My Commission expires :

Maria C. Robles  
1/5/19



IEP/504/Health Letter to Students and Families enrolled in West-MEC Programs offered in Partnership with Maricopa Colleges

Welcome to West-MEC,

The West-MEC program you are currently enrolled in is in partnership with GateWay Community College (GWCC), Glendale Community College (GCC), or Estrella Mountain Community College (EMCC). Under the American’s with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, GWCC, GCC, and EMCC are institutions of higher education, and are required to provide appropriate and reasonable accommodations to qualifying individuals with a documented disability to allow equal access to educational programs, materials, facilities, and activities.

A disability is broadly defined under ADA as any medical or physical condition that substantially limits one or more major life activities. Major life activities include many of the processes involved with the participation in educational programs such as reading, thinking, seeing, communicating, hearing, walking, concentrating, breathing, etc.

Eligibility for disability services at GWCC, GCC, and EMCC is different than in high school and is determined through a confidential interactive process initiated by the student directly to the GWCC, GCC, or EMCC Disability Resources and Services (DRS) office and includes:

An application for services to the DRS office

Review of a student’s documentation of disability by a DRS Coordinator

An eligibility meeting with the DRS Coordinator

Although students can apply for DRS services at any time during a program, it is highly recommended that students apply for eligibility prior to the start of their program so that instructors are informed of accommodations in a timely manner and accommodations are immediately available. Accommodations cannot be applied retroactively.

Students are encouraged to apply online through a confidential system called DRS CONNECT. DRS CONNECT can be accessed using the information in the chart below:

GateWay (GWCC)	<a href="http://www.gatewaycc.edu/disability-resources">www.gatewaycc.edu/disability-resources</a>	602-286-8171	<a href="mailto:disability.services@gatewaycc.edu">disability.services@gatewaycc.edu</a>
Glendale (GCC)	<a href="http://www.gccaz.edu/disability-services">www.gccaz.edu/disability-services</a>	623-845-3080	<a href="mailto:drsfrontdesk@gccaz.edu">drsfrontdesk@gccaz.edu</a>
Estrella (EMCC)	<a href="http://www.estrellamountain.edu/students/disability-resources">www.estrellamountain.edu/students/disability-resources</a>	623-935-8863	<a href="mailto:drs@estrellamountain.edu">drs@estrellamountain.edu</a>



Students can then select the DRS CONNECT icon (see image) and “New Student Application”. At the end of the application, there will be an opportunity to upload documentation of disability from the medical or psychological professional, or documentation can be provided later.

(See Reverse)

Information, including guidelines for disability documentation, can be found at <https://district.maricopa.edu/consumer-information/disability-resources/student-resources>

After completing the application, students should call or email the GWCC, GCC, EMCC DRS office, using the contact information in the chart above, to arrange for the eligibility meeting.

In college, accommodations may be different from a student's high school IEP or 504 Plan. At the college level, Section 504 of the Americans with Disabilities Act (ADA) replaces IDEA and is the law under which students with disabilities receive accommodations. To receive accommodations, college applicants must submit appropriate documentation to the college's DRS office. It is at the discretion of this office that accommodations are granted or denied.

Shortly after eligibility determination, or at the start of a program or course, the DRS office sends a confidential letter to instructors (Faculty Notification Letter). This notifies the instructor of the accommodations granted.

GWCC, GCC, and EMCC instructors are responsible for providing if requested by the student, only the accommodations in the Notification of Disability Accommodations. Students can make additional requests for accommodations from the DRS office at any time, if a student believes, after entering a program; he/she needs additional or different accommodations. The DRS office has the right to request additional documentation if needed to determine eligibility.

GWCC, GCC, EMCC are also required to comply with Title IX for Pregnant and Parenting Students. Pregnant or parenting students may receive accommodations similar to those given to students with a temporary impairment, injury, or illness when deemed medically necessary. The same confidential processes explained in this letter would be followed for students seeking accommodations under Title IX, including providing documentation from the medical professional. When applying through DRS CONNECT students should select the "Pregnant and Parenting Services" option.

For any questions, or for assistance with the eligibility process, please contact the GWCC, GCC, EMCC DRS office.

Assuring academic success is the first step in many toward your career goals and I look forward to the opportunity to work with you along this journey.

Thank you,

Shelly Thome  
Director of Exceptional Student Services  
623-738-0026  
Shelly.thome@West-MEC.edu

## High School Graduates with Disabilities

The West-MEC program you are currently enrolled in is a Central Program at West-MEC campuses. As you have recently graduated from high school, per federal guidelines, an IEP is no longer active. However, you are able to request accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. This Act enables us to provide appropriate and reasonable accommodations to qualifying individuals with a documented disability in order to allow equal access to educational programs, materials, facilities, and activities.

A disability is broadly defined under ADA as any medical or physical condition that substantially limits one or more major life activities. Major life activities include many of the processes involved with participation in educational programs such as reading, thinking, seeing, communicating, hearing, walking, concentrating, breathing, etc.

Eligibility for disability services after graduation from high school is determined through a confidential interactive process initiated by the student. Although students can apply for accommodations at any time during a program, it is highly recommended that students apply for eligibility prior to the start of their program. This allows our instructors to become familiar with the approved accommodations in a timely manner and that accommodations are immediately available to the student. Accommodations cannot be applied retroactively.

### To Request ADA (504) Accommodations:

The student must initiate the process by making the request directly to the West-MEC ESS Teacher Liaison.

The student will provide the necessary documentation to demonstrate the disability (ex: prior IEP/504 or medical documentation). An eligibility determination meeting will then be completed by the West-MEC Campus.

If eligibility is determined, an accommodation development meeting will be conducted by the ESS Teacher Liaison, during which, the team will discuss the reasonable accommodations that do not fundamentally alter the curriculum. These accommodations are designed to support the student in fully accessing the program, but cannot guarantee successful completion of the program or credential attainment.

The eligibility determination and accommodation development process is led by the ESS Teacher Liaison and may include the student, teacher, campus counselor, campus administrator, and whomever else the student requests to participate. Students have the opportunity to include family members in the process if they wish but are not required to do so.

Once the accommodation plan is created, it will be shared with the teacher for immediate implementation of accommodations from that time forward. Accommodations cannot be applied retroactively.

The accommodation plan will be reviewed at least annually while the student is actively enrolled at West-MEC to determine appropriate accommodations that support the learner.

Students may contact the West-MEC ESS Teacher Liaison or the Director of Exceptional Student Services with any questions or concerns