



STUDENT HANDBOOK

2023 – 2024



ACE CHARTER HIGH SCHOOL
A TUCSON YOUTH DEVELOPMENT SCHOOL



YOUTHWORKS
CHARTER HIGH SCHOOL
A TUCSON YOUTH DEVELOPMENT SCHOOL

Why Choose Us?

We consider it an honor that you entrust your student(s) to our school. We take that trust to heart. For that reason, we work to make sure that our efforts hold students accountable for their actions and that we foster open communication with you about your student.

What do we offer?

- small class sizes
- understanding and accountability
- additional staff members to support students
- credit recovery opportunities

Mission Statement

Alternative, rigorous, technology-enhanced instruction for “at risk” youth leading to graduation and preparation for success beyond graduation.

Traditional schools are not for all students. An alternative school can be a better choice for students that are not served well by a traditional school. Simply put, we take a different approach.

Alternative schools are not easier schools – all students in the state of Arizona must pass the same courses in order to earn a high school diploma.

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Tucson Youth Development District Administration

Dr. Michael Olguín (Executive Director/Superintendent)

(520) 623-5843

executivedirector@tucsonyouth.org

Administration & Support Staff Contact Information

ACE Charter High School, 1929 N. Stone Avenue, Tucson, Arizona 85705

Front Office: (520) 628-8316

- **Dr. Maria Parrish, Principal** ACEprincipal@tucsonyouth.org
- Mr. Roland Lytle, Instructional Coach roland.lytle@tucsonyouth.org
- Ms. Lora Decker, College & Career Readiness Advisor lora.decker@tucsonyouth.org
- Ms. Alejandra Munguia, Student Support Coordinator alejandra.munguia@tucsonyouth.org
- Ms. Guadalupe Cantua, Exceptional Education Director guadalupe.cantua@tucsonyouth.org
- Ms. Joanne Zelaya, Office Manager/District Registrar joanne.zelaya@tucsonyouth.org

YouthWorks Charter High School, 1915 E. 36th Street, Tucson, AZ 85713

Front Office: (520) 495-4113

- **Dr. Tuveesha Campbell, Principal** YWprincipal@tucsonyouth.org
- Mr. Roland Lytle, Instructional Coach roland.lytle@tucsonyouth.org
- Mr. Rob Young, College & Career Readiness Advisor rob.young@tucsonyouth.org
- Ms. Yesenia Lopez, Student Support Coordinator yesenia.lopez@tucsonyouth.org
- Ms. Guadalupe Cantua, Exceptional Education Director guadalupe.cantua@tucsonyouth.org
- Ms. Stephanie Vasquez, Office Manager/School Registrar stephanie.vasquez@tucsonyouth.org

Faculty & Tutor Contact Information

ACE Charter High School

Mr. Emiliano Ibarra (English Language Arts Teacher) – emiliano.ibarra@tucsonyouth.org
Mr. Robert Jimenez (Title I Math Tutor) – robert.jimenez@tucsonyouth.org
Mr. Alex Olivas (Campus Security) – alex.olivas@tucsonyouth.org
Mr. Mario Rivera (Social Studies Teacher) – mario.rivera@tucsonyouth.org
Ms. Stacy Rollins (Math/Science Teacher) – stacy.rollins@tucsonyouth.org
Ms. Vasu Bhat (Credit Recovery Teacher) - vasundhara.bhat@tucsonyouth.org

YouthWorks Charter High School

Ms. ReeKa Copeland (Science Teacher) – reeka.copeland@tucsonyouth.org
Mr. Edmund Colell (Mathematics Teacher) – edmund.colell@tucsonyouth.org
Mr. Mark Hohmann (Social Studies Teacher) – mark.hohmann@tucsonyouth.org
Ms. Cassidy Murphy (English Language Arts Teacher) – cassidy.murphy@tucsonyouth.org
Mr. Alex Olivas (Campus Security) – alex.olivas@tucsonyouth.org
Mr. Tane Long (Van Driver) – tane.long@tucsonyouth.org
Mr. Edward Wayman (Title I Math Tutor) – edward.wayman@tucsonyouth.org
Mr. Mario Salvatierra (Credit Recovery Teacher) – mario.salvatierra@tucsonyouth.org



ACE CHARTER HIGH SCHOOL

A TUCSON YOUTH DEVELOPMENT SCHOOL

2023-2024 Student Bell Schedule

M, Tu, Th & F

PERIOD	TIME	TOTAL MINUTES
1 ST	9:00 – 9:57	57 min + 3 min pass
2 ND	10:00 – 10:57	57 min + 3 min pass
3 RD	11:00 – 11:57	57 min
Lunch	11:57 – 12:27	30 min + 3 min pass
4 TH	12:30 – 1:27	57 min + 3 min pass
5 TH	1:30 – 2:27	57 min + 3 min pass
6 TH	2:30 – 3:27	57 min + 3 min pass

Wednesday

PERIOD	TIME	TOTAL MINUTES
1 ST	9:00 – 9:40	40 min + 3 min pass
2 ND	9:43 – 10:23	40 min + 3 min pass
3 rd	10:26 – 11:06	40 min + 3 min pass
ECAP	11:09 – 11:39	30 min
Lunch	11:39 – 12:09	30 min + 3 min pass
4 TH	12:12 – 12:52	40 min + 3 min pass
5 TH	12:55 – 1:35	40 min + 3 min pass
6 TH	1:38 – 2:18	40 min + 3 min pass

PROFESSIONAL DEVELOPMENT/COLLABORATION 3:00 – 4:00 PM



2023-2024 Bell Schedule

Monday (Periods 1-7)

PERIOD	TIME	TOTAL MINUTES
1 st	8:30-9:23	53 min + 3 min pass
2 nd	9:26-10:19	53 min + 3 min pass
3 rd	10:22-11:15	53 min + 3 min pass
Lunch	11:15-11:45	30 min + 3 min pass
4 th	11:48-12:41	53 min + 3 min pass
5 th	12:44-1:37	53 min + 3 min pass
6 th	1:40-2:33	53 min + 3 min pass
7 th	2:36-3:29	53 min

Tuesday/Thursday (Periods 1, 3, 5, 7)

PERIOD	TIME	TOTAL MINUTES
1 st	8:30-10:04	94 min + 3 min pass
3 rd	10:07-11:41	94 min + 3 min pass
Lunch	11:41-12:11	30 min + 3 min pass
5 th	12:14-1:48	94 min + 3 min pass
7 th	1:51-3:25	94 min

(Continues on next page)

Wednesday (Periods 2, 4, 6)

PERIOD	TIME	TOTAL MINUTES
2nd	8:30-10:04	94 min + 3 min pass
4th	10:07-11:41	94 min + 3 min pass
Lunch	11:41-12:11	30 min + 3 min pass
6th	12:14-1:48	94 min + 3 min pass

Friday (Periods 2, 4, 6, ECAP, Conference)

PERIOD	TIME	TOTAL MINUTES
2nd	8:30-10:04	94 min + 3 min pass
ECAP	10:07-10:47	30 min + 3 min pass
Lunch	10:47-11:17	30 min + 3 min pass
4th	11:20-12:54	94 min + 3 min pass
6th	12:57-2:31	94 min + 3 min pass
Conference Period**	2:34-3:34	60 min

****Conference Period provides opportunities for students to meet with various teachers and students to get caught up, get ahead, or receive tutoring.**

Attendance Policies

At ACE & YouthWorks Charter High Schools, we expect students to be in attendance on-time, every day unless they are absent due to an excused absence (see below). The data is clear – the more students are absent, the lower they perform academically. We are here to help – we need our students here on-time every day, ready to learn.

Students are expected to be regular and punctual in class attendance and to fully participate in each course as of the day of official enrollment. Students themselves are primarily responsible for attendance and class participation. Any absence that is not excused will be documented as an unexcused absence, therefore, please be prepared to provide documentation to your teacher within **48-72 hours**, when applicable.

Excused absences are as follows:

1. **Documented** medical or dental appointments (if no documentation is provided, these absences will be listed as ***unexcused***)
2. Illness as reported by parent or student (if the student is 18 years or older)
3. Court appointments
4. Additional excused absences as determined by the Principal

Administration reserves the right to deem absences as unexcused.

Absences

Excused absences are as follows:

1. Documented medical or dental appointments
2. Illness reported by the student or legal guardian
3. Court appointments
4. Additional excused absences as determined by the Principal

Teachers will work with students in the event an absence occurs, however, it is not their responsibility to request missing assignments due to an absence. Upon your return to school be sure to meet with your teacher to catch up on your missing assignments.

Upcoming Absence Notification

Students are responsible for communicating attendance issues to their teachers with as much notice as possible and plan to stay on track. The communication may occur via phone call, meetings before/after classes, or email.

Extended Absences

Students who need to miss more than one (1) week of classes should provide documentation to the school’s attendance office.

Again, documentation should be submitted prior to a planned absence. Documentation may also be submitted during or after an unplanned absence. Examples of appropriate documentation include:

- doctor’s note
- letter from an office on official letterhead for court appointments
- Or, other documents that demonstrate extenuating circumstances

I understand that if I am unable to provide acceptable forms of documentation, the absence will be considered unexcused.

Signature (Parent or Legal Guardian)

Date Signed

Academic Policies

Academic Honesty

We expect students to be positive contributors to a healthy moral environment and to reflect honesty in their academic work. Academic dishonesty is viewed as a serious ethical issue and will not be tolerated. Cheating on any work will result in a score of zero for the related assignment(s). Additional consequences can result from instances of academic dishonesty.

“Copy-and-Pasting”

It is important for several reasons for students to do their own work and put things in their own words. “Copy-and-pasting” is a serious issue and diminishes your ability to learn the material. This issue will be handled by the classroom teacher initially, but if it continues these will be handled by the administration.

Missing Work

Students are expected to talk to their teachers and get their missing work ***immediately*** after returning from an absence. Please talk to your teachers before or after school or at lunch for missing assignments. Specific makeup policies will be covered in each teacher syllabus, but ***waiting until the final weeks of a grading period to complete missing assignments will not be tolerated.*** Please take advantage of the wonderful tutors we have available when completing your missing work.

Tucson Youth Development

Cell Phone & Electronics Policy

Cell Phone Use Agreement

(All sections must be signed by a parent/ legal guardian if student is under the age of 18)

I understand that all personal technology devices, such as cell phones are prohibited while **in the classroom**. Cell phones **must be turned off** or **silenced** and placed face down on my desk at all times. I understand that this is a policy of TYD and not the teacher and therefore is **not negotiable**.

_____ (Signed by Student/Parent) Date _____

I understand that If I go to the restroom, I am not allowed to take my phone, therefore, it must be placed on the teacher's desk for safekeeping until my return to the classroom.

_____ (Signed by Student/Parent) Date _____

I understand that by signing this agreement, I acknowledge that I will follow the TYD cell phone use policy.

_____ (Signed by Student/Parent) Date _____

I understand that the use of earbuds or headphones is also prohibited in the classroom, as well as *any other technology* not provided by the teacher/school for instructional purposes.

_____ (Signed by Student/Parent) Date _____

Chromebook Policy

Each student at ACE & YouthWorks Charter High Schools will be issued a Chromebook device **and** Chromebook charger for academic use. The student is financially responsible for their electronic device, and is expected to take care of it and use it appropriately. The student is expected to follow the following guidelines regarding the school issued Chromebooks:

- The Chromebook is NOT for personal use (only academic work)
- Bring your **Chromebook and charger** to school every day
- Do not leave your Chromebook outside or in a car
- TURN OFF your Chromebook every day (DO NOT just close it)
- Let the school know IMMEDIATELY if you are having problems with your Chromebook
- Store your Chromebook in its storage sleeve when it is not in use
- DO NOT allow others to use your Chromebook
- Remember that your activities on the Chromebook can be monitored
- DO NOT use personal devices for school work
- Please keep track of your Chromebook AND all of the accessories that go with it (charger, storage sleeve)
- **Do not place stickers on your Chromebook**
- The student and/or parent are financially responsible for the Chromebooks **and** chargers – the following apply to damage, loss or theft:
 - Chromebook replacement: \$250.00
 - Charger replacement: \$30.00

Tucson Youth Development

Student Technology Use Agreement

(Chromebooks)

(All sections must be signed by a parent or legal guardian)

I understand that all technology devices provided to me by TYD are solely for the purpose of completing the required coursework assigned by the school/teacher. I also understand that I must keep the assigned device in my possession both at home and when I arrive at school daily.

_____ (Signed by Student/Parent) Date _____

I understand that If I am unable to return the device provided by TYD due to loss, a replacement may be loaned (if applicable) for use only on school property and that device cannot leave school property unless or until the return of the original device assigned to me by the school.

_____ (Signed by Student/Parent) Date _____

I understand that all technology provided by TYD is for use of coursework specifically and any personal use that is not school related is prohibited by the school and may result in loss of that privilege. I understand that if I leave any TYD school -ACE or YouthWorks, I am responsible for all technology devices loaned to me during my time at that school. I understand that **I have 30 days or less to return all devices** after which time **I am financially responsible for replacement**. An itemized bill will be provided by TYD for all devices loaned that will require a replacement.

_____ (Signed by Student/Parent) Date _____

PowerSchool & Email Information/Expectations

PowerSchool - Information

- Go to <https://tyd.powerschool.com/public/>
- Bookmark this page so it is easy to locate with a single click
- Your username is your student ID number - *WRITE THIS DOWN*
- *WRITE YOUR PASSWORD DOWN TOO*

PowerSchool - Expectations

- Check your PowerSchool *AT LEAST* once per week
- Keep updated on what you are missing in each class; when you go to a teacher for help, you are expected to know exactly what you need to make up, or what you are needing help on (for example: do not go to your teachers and say, "Can you get me all my makeup work?" Instead, go to them and say, "PowerSchool says I am missing assignments X, Y, and Z. Where can I find those?")

Tucson Youth Development (TYD) Email Account – Gmail

- Go to gmail.com
- Your email address is StudentIDnumber@tucsonyouth.org - *WRITE THIS DOWN*
- *WRITE YOUR PASSWORD DOWN TOO*
- Your Google Suite has EVERYTHING you need technologically. The 9 little dots in the upper right corner is where you find everything (calendar, Meet, Classroom, etc.)
- Check your email *AT LEAST* once per day
- It is important that you *READ* your emails
- Respond to emails within 24 hours
- Keep your inbox neat and organized, deleting anything you don't need
- When you send emails, please follow correct email etiquette:
 - Write an appropriate subject in the subject line (only a word or phrase)
 - Begin with an appropriate salutation (for example: Dear Ms. Smith,)
 - Use professional and appropriate language in your email
 - Use an appropriate signature at the end of your email (Sincerely, Johnny)

Discipline Policies

Appropriate student behavior is essential in an educational environment to support learning. We believe that every student has the right to obtain an education in a safe learning environment, and that no student has the right to interfere with the learning of another student. Any ACE Charter High School or YouthWorks Charter High School student who commits any of the following acts or actions is subject to disciplinary action, which may include immediate suspension and/or expulsion from Tucson Youth Development, ACE Charter High School and YouthWorks Charter High School.

Weapons

Knowingly possesses, handles, transfers, receives, conceals, sells, or uses, any weapon that may be used for attack or defense which is capable of causing death or serious injury. Items always classified as weapons are any type of gun, knife, nunchaku, explosive or poison gas. Additionally, any object intentionally used to threaten or harm another may be classified as a weapon for purposes of this policy.

Dangerous or Prohibited Objects

Knowingly possesses, handles, transfers, receives, conceals, sells, or uses, any dangerous object which may unnecessarily expose a person to a risk of harm or injury. Some examples of dangerous objects are: bb/pellet guns, toy or imitation weapons, brass knuckles, flammable liquids, bullets, clubs, and razor blades. Having any other object which would not belong at school or a school activity. Some examples of prohibited objects are: matches and/or lighters, ordinary pocket knives, firecrackers, and smoke or stink bombs.

Harassment

Harassment includes a range of offensive behaviors intended to disturb, upset, or intimidate another person. These behaviors are commonly repetitive and unwelcome to the person they are used against. Sexual harassment refers to persistent and unwanted sexual advances. It involves unwanted and unwelcome words, deeds, actions, gestures, symbols or behaviors of a sexual nature that cause the person to feel uncomfortable. Incidents of harassment should be reported to school administrators or any school faculty or staff member.

Bullying

Bullying behavior is defined as repeated and systematic intimidation, harassment, or attacks on a student or students by individuals or groups of students. Bullying behaviors include, but are not limited to: physical violence, verbal taunts, name-calling and put-downs, cyber-bullying, threats, extortion or theft, property damage, or exclusion from a peer group. Incidents of bullying should be reported to school administrators or any school faculty or staff member.

Physical Assault

Intentionally, knowingly, or recklessly causing any physical injury to another person.

Fighting

Mutual participation in an incident involving physical violence.

Verbal Assault

Verbally threatening or provoking another individual with the intent to injure.

Arson

Any attempt to start a fire or to burn school property.

Drugs/Alcohol/Marijuana/Tobacco

Any possession or use, to include being under the influence of, sale or transfer or any type of illegal drug, alcohol, marijuana, or tobacco, or substance presented or used as a drug, or possession of items used for drug use (paraphernalia) at school activities or within a drug free school zone. For students who are of legal consuming age, YW Charter High School is still considered a drug and alcohol free zone; therefore, drugs, alcohol, and marijuana are strictly prohibited. **All prescribed drugs should be checked-in with the school office and must be in original bottle/packing.**

Vaping

Our campuses are equipped with environmental sensors that determine when/if vaping occurs. If we can demonstrate that a student(s) vaped while on campus – either through direct observation, security camera footage or environmental sensors, the student will be automatically suspended for three days and immediately placed on a behavior contract. If an additional infraction of the same nature occurs, the student will have violated their behavior contract and will be administratively withdrawn from ACE & YouthWorks Charter High Schools.

Help is available for students experiencing problems related to drug and/or alcohol use. Students experiencing these problems may contact the Student Support Coordinator, or any other staff member, for information and/or referral to an outside service provider. Communication with Student Support Coordinator or other staff members regarding these issues will be confidential except for communication meeting the State of Arizona mandatory reporting law.

Extortion/Robbery

Any attempt to receive favors or property of others by forces or threats on or off school property.

Theft

Stealing property from the school or any individual.

Forgery

Copies, plagiarizes, modifies, or falsified signatures or information on any school document or assignment.

Damage to School Property

Any destructive attempt to damage or deface school property or another person's property on school property or during a school activity.

Discrimination

Favor or disfavor based on race, national origin, color, gender, religion, sexual orientation, and/or disability. Harassment which is based on any one or more of these factors is discrimination; e.g. sexual harassment.

Insubordination

Defiance towards any staff member.

Disruption of the School Process

Knowingly causing a disturbance and disrupting the education of students.

Libel/Slander

Intentionally saying or writing harmful or false remarks about any person.

Obscenity/Profanity

Using an inappropriate language or gesture in the school setting or school activities.

**Note: It is important for all staff, students, and parents/guardians to understand that, in addition to taking disciplinary action at the school level, certain criminal and/or disruptive behavior may be reported to appropriate law enforcement agencies for follow-up. We will cooperate with any investigation conducted by any authorized law enforcement agency.

To ensure fairness, a student whose conduct may warrant discipline, suspension, or expulsion will be provided due process as required by law. The Executive Director/Superintendent is responsible for establishing Administrative Regulations that set forth the discipline process including the process for hearing and appealing long-term suspensions or expulsions and for ensuring appropriate staff training on these procedures. Students and families will be provided with the due process information if cases occur.

Dress Code

The ACE Charter High School & YouthWorks Charter High School Policy regarding dress guidelines is intended to promote neatness, cleanliness, and professionalism. Teenagers have wonderful personal expression and style, but it is important to know what is appropriate to wear in different situations. While we don't intend to impinge on your personal expression, we do expect that students will abide by the following rules demonstrating appropriateness in dress as though this were their daily place of work.

- Shoes are required to be worn in school. No house or bedroom slippers.
- No bandanas, headbands, or du-rags may be worn.
- Dark glasses may not be worn inside buildings unless a **documented** health issue exists – must be approved by administration (with appropriate documentation).
- No more than one red, blue, gray, brown, or khaki article of clothing.
- No clothing that is vulgar, obscene, indecent, libelous, revealing, or degrading of others.
- Garments must cover **abdomen, buttocks and chest area fully** when sitting, standing, or bending over, and must cover undergarments.
- Keep sagging pants/shorts to a minimum.
- No torn pants or shorts.
- Shorts **must reach mid-thigh** to be school appropriate.
- No earbuds, hoodies, or hats.

Discipline Matrix

The discipline matrix is meant to be a framework of responses to various behavioral issues. The school and district administration reserve the right to respond to behavioral issues in any way they deem appropriate, even if the response is different than outlined in the matrix below. Additionally, behavior that is not included in the matrix will be responded to in a fair and appropriate manner as approved by the Executive Director/Superintendent.

<i>Infraction</i>	<i>1st (or Minor) Offense Support or Consequence</i>	<i>2nd (or Medium) Offense Support or Consequence</i>	<i>3rd (or Major) Offense Support or Consequence</i>
Profanity (including gestures or hand signs)	Faculty or staff intervention	Referral to SSC 1 day OSS	Referral to Principal; behavior contract 2 days OSS
Willful disruption	Faculty or staff intervention	Referral to SSC	Referral to Principal; behavior contract 2 days OSS
Cellphone or other non-allowed electronic device	Faculty or staff intervention	Referral to SSC 1 day OSS	Referral to Principal and behavior contract 2 days OSS
Teasing/taunting/ name-calling	Faculty or staff intervention	Referral to SSC 1 day OSS	Referral to Principal; behavior contract 2 days OSS
Bullying/cyberbullying/ harassment	Referral to SSC and Principal; possible mediation; parent conference 1 day OSS	Referral to Principal; parent conference; behavior contract 2-3 days OSS	Referral to Principal; behavior contract 3-5 days OSS
Lying	Referral to SSC and Principal; possible mediation; parent conference	Referral to Principal; parent conference; behavior contract	Referral to Principal; behavior contract 2-3 days OSS
Parking/driving violation	Verbal warning from administration	Written warning from administration	Parking privileges revoked

Improper use of school Chromebooks, internet/network or other technological equipment	Faculty or staff intervention	Referral to Principal; parent conference; behavior contract 1-2 days OSS	Referral to Principal; behavior contract 3-5 days OSS
Dress code	Verbal warning; phone call home to parent/guardian	Student is sent home – not permitted to remain at school (unexcused absence)	Student is sent home – not permitted to remain at school (unexcused absence); behavior contract
Drugs/Alcohol/ Tobacco/Marijuana/ Vaping	Referral to Principal; possible referral to other resources; mandatory police report; behavior contract 3-5 days OSS	Referral to Principal; possible referral to other resources; mandatory police report; behavior contract 5-9 days OSS	Referral to Principal; possible referral to other resources; mandatory police report Administrative withdrawal
Physically Dangerous/Risky Actions	Referral to Principal; possible referral to other resources; mandatory police report; behavior contract 3-5 days OSS	Referral to Principal; possible referral to other resources; mandatory police report; behavior contract 5-9 days OSS	Referral to Principal; possible referral to other resources; mandatory police report Administrative withdrawal
Weapons or dangerous items	Referral to Principal; mandatory police report; behavior contract 3-5 days OSS	Referral to Principal; mandatory police report; behavior contract 5-9 days OSS	Referral to Principal; mandatory police report Administrative withdrawal
Forgery	Conference with teacher and SSC (or Principal)	Conference with student, parent and Principal; behavior contract	Conference with student, parent and Principal 2-3 days OSS or administrative withdrawal
Physical assault/ fighting	Referral to Principal; possible mandatory police report; behavior contract 3-5 days OSS	Referral to Principal; possible mandatory police report; behavior contract 5-9 days OSS	Referral to Principal; mandatory police report Administrative withdrawal

Theft	Referral to Principal; possible mandatory police report; behavior contract 3-5 days OSS	Referral to Principal; possible mandatory police report; behavior contract 5-9 days OSS	Referral to Principal; mandatory police report Administrative withdrawal
Damage to school or others' property	Referral to Principal; possible mandatory police report; behavior contract 1-3 days OSS	Referral to Principal; possible mandatory police report; behavior contract 3-5 days OSS	Referral to Principal; mandatory police report 5-8 days OSS <u>or</u> administrative withdrawal
Insubordination	Verbal warning; phone call home to parent/guardian	Referral to Principal; behavior contract 2-3 days OSS	Referral to Principal; behavior contract 3-5 days OSS <u>or</u> administrative withdrawal

Graduation Requirements

<u>Subject</u>	<u>Requirements</u>
English	4 credits
Math*	4 credits
Science	3 credits
Social Studies	3 credits
Health	0.5 credits
Workplace Skills	2.5 credits
Electives	5 credits
Arizona Civics Test (state requirement)	(completed before graduation)
CPR Course	(completed before graduation)
<i>Total</i>	<i>22 credits</i>

*Math courses shall consist of Algebra I, Geometry, Algebra II (or Applied Algebra II) and an additional course with substantial math content as determined by the TYD/ACE/YW Charter School District.

Potential graduates will be identified by the College and Career Readiness Advisor at the start of the school year (or as students enroll). Seniors who expect to graduate in the spring are required to finish all coursework two weeks prior to the commencement ceremony in order to participate. Each graduating senior's academic record must be reviewed by the Registrar before the student will be approved for graduation, and any requested forms must be submitted. Finally, the Principal must sign the graduation checklist before any student will be considered to have completed all graduation requirements. No student who has not completed all of these requirements will be allowed to "walk" or otherwise participate at the graduation ceremony. As part of the graduation checklist each graduating senior will be responsible for the cost of cap, gown, and diploma cover.

Class/Credit Standing Information

<u>Credits</u>	<u>Grade</u>
Less than 6 credits	Freshman
6 – 11.75 credits	Sophomore
12 - 17.75 credits	Junior
18 or more credits	Senior
16 or more credits	Potential Graduate
22 or more	Required for graduation

Accreditation Statement

Cognia Accreditation

Based on a set of rigorous research-based standards and evidence-based criteria, the accreditation process examines the whole institution—its policies, programs, practices, learning conditions, and cultural context—to determine how well the parts work together to carry out the institution’s vision and meet the needs of every learner. Accreditation isn’t about passing a one-time inspection. Rather, accreditation recognizes education providers that demonstrate and sustain their commitments to continuous improvement and better learner outcomes. Students and parents/guardians can be assured that credits earned at ACE & YouthWorks Charter High Schools will transfer to any other accredited high school.

Disclaimers

Tucson Youth Development, ACE Charter High School & YouthWorks Charter High School have made every reasonable effort to ensure the policies in this handbook comply with all applicable state, district, and federal laws and regulations. If this handbook contains a policy that does not comply with applicable law, that law takes precedence over the handbook policy.

If any part of the handbook is for any reason held to be unenforceable, such provision is severable and the rest of the handbook remains fully enforceable.

This handbook may be revised at any time by the Executive Director of Tucson Youth Development. If/when this occurs, the updated handbook will be provided to students and parents/families.