

**2015-16**



# **Elementary School Student-Parent Handbook**

**900 Carmelita Drive  
Sierra Vista, AZ 85635**

**520-458-4200**

**[www.casschools.com](http://www.casschools.com)**



The Center for Academic Success (CAS) in Sierra Vista, Arizona, is a charter school serving students in grades K-12. This provides a seamless progression for students through our system, which allows us the continuity and focus to best serve their educational needs. CAS offers a free public education to residents of Arizona.

The mission of the Center for Academic Success is to place a strong emphasis on basic skills and responsible citizenship. Technology is utilized to enhance the delivery of effective instruction. Our goal is for all students to acquire the skills necessary for success at the next level, whether that is the next grade level in school, the next course in a sequence, higher education, or the workplace. To achieve this success, we believe that our students must acquire strong literacy skills, be able to do mathematical computations at the appropriate level, and have a strong foundation in science and technology.

Students at the Center for Academic Success will also have an understanding of the concepts and principles that our great country was founded upon.

CAS students shall adhere to rules of common courtesy concerning their dealings with other students, teachers, and school staff. We are diligent in assuring that school rules are respected and followed. Students are taught to take responsibility for their actions and to understand that there are consequences for those actions. All of the adults employed by the Center for Academic Success have the right and the responsibility to correct misbehavior by any student.

We welcome the opportunity to make a positive impact on the lives of your children and the children of this community. Please take time to review the enclosed information with your student(s). Also, your signatures on the "Verification Form" will signify your agreement to comply with the information contained within this handbook.

Thank you for choosing CAS. We believe that your decision will prove to be a wise one.

Stephen Huff, Principal

## SCHOOL HOURS

Grades K – 2	8:00 a.m. - 2:30 p.m.
Grades 3 – 5	8:00 a.m. - 3:00 p.m.
Grades 6 – 8	8:00 a.m. - 3:30 p.m.

**PLEASE NOTE:** CAS Elementary/Middle School will have Professional Development days for all staff and teachers every third Friday of the month, unless noted on the school calendar. All students will be released at 12 noon to the front of the Elementary/Middle School building for pick-up no later than 12:15 on the below dates.

Students arriving prior to 7:30 must be signed in at the cafeteria. Students are not to be on the playground before 7:30 a.m.

## CAS CARE & CAS CLUBS

(Center for Academic Success Before & After CARE Education)

CAS CARE provides free extended hours of education enrichment for Kindergarten through 8th grade students from 7:00-8:00 a.m. and 2:30-5:30 p.m. We are responsible for providing a safe, friendly environment for homework help, academic-interest groups such as CAS Clubs, arts & crafts, fun and games to enrich the students.

CAS CARE and CAS Clubs follow the same school discipline policies. Students who violate any of these policies are subject to disciplinary actions. Depending on the severity of the offense, students can lose privileges, such as being suspended from CAS CARE and CAS Clubs.

**PLEASE NOTE:** In order to insure the safety of each student, please show a photo ID to the office/staff to pick up your child from CAS CARE. ID is **REQUIRED** to pick up your student. ALL students **MUST** be signed out from CAS CARE by an authorized person on the **Permission to Pick-Up Form**. Students **WILL NOT** be allowed to walk or ride their bike home once they are in CAS CARE. Please inform CAS CARE or the front office staff of any changes concerning your student(s)—additional people to pick up student, etc.

## HEALTH SERVICES AND MEDICATION

We ask parents to complete an **Emergency Info/Permission to Administer Medications Form** along with a **Student Health Information Form** for each of their children with a list of health problems and an emergency contact. Please inform CAS office if your address, home phone, cell phone, work phone or emergency phone number changes at any time during the school year. We must be able to contact you in case of an emergency.

State regulations prohibit school personnel from treating an ill or injured student other than basic First Aid and/or CPR. If your child becomes ill or injured, you or your emergency contact will be called immediately. Students who cannot return to class must be picked up **PROMPTLY** by the parent or designee. Please **DO NOT** send your student to school with symptoms of illness such as fever, diarrhea, vomiting, rash or cough. Please designate at least **24 hours** of observation and make certain your student is **FREE** of any symptoms before returning to school. This is to ensure their safety and the safety of other students and staff.

In order to be compliant with state guidelines, CAS has implemented the following policy on dispensing medications to students during school hours:

1. Whether a prescription drug or an over-the-counter drug, the medication must come in the original container.
2. Do not send medication to school with your child. All medications are to be brought in by the parent.
3. Parents must provide written direction (medical consent form) before school personnel can administer medications.
4. All medications will be kept in a locked cabinet in the CAS Office.
5. When your student is sent home with a fever or has vomited, all symptoms of illness must be absent for **at least 24 hours** from the time the student was sent home. Students may not return to school before 24 hours from the time the student was sent home.

## DEFINITIONS

For the purpose of policy, the Center for Academic Success uses the following terms and their accompanying definitions:

**STUDENT**—Any person who attends or has attended a program of instruction at the Center for Academic Success.

**ELIGIBLE STUDENT**—In accordance with ARS 15-821, any student who is between the ages of six through sixteen, who meets these requirements, including attendance requirements, for enrollment in one of the grades or programs offered in the school.

**EDUCATION RECORDS**—Any record (in handwriting, print, tapes, film, or other medium) directly related to a student and maintained by the Center for Academic Success; i.e. a school employee, or any agent acting for the school. The term does **not** include the following:

1. A personal record kept by a school staff member which meets the following criteria:
  - a. It was made as a personal memory aid.
  - b. It is an anecdotal record in the possession of the person who made it.
2. A student's employment record for which no grade or credit was awarded while the student was enrolled at CAS.
3. Alumni records that relate to the student after he/she no longer attends classes provided by the Center for Academic Success, and the records do not relate to when the person was a student.
4. Medical treatment records maintained for eligible students.
5. Records of a law enforcement unit.

**PERSONAL IDENTIFIER**—Any data or information that make the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

*Note: Behavioral and/or discipline information cannot be released to any person or agency without prior approval by the parent or student (if over age 18) and the principal.*

The Family and Education Rights Privacy Act (FERPA) also specifies rights related to educational records. This act gives parent(s) the right to:

- Inspect and review his/her student's educational records
- Make copies of these records at a reasonable cost

- Receive a list of all individuals having access to those records
- Ask for an explanation of any items in the records
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the student's rights
- A hearing on the issue if the district refuses to make the amendment

CAS guarantees the right of each student to have access to his/her files. Also, the school policy is not to release any information about an individual student or parent without the student or parent's consent in accordance with the FAMILY EDUCATION RIGHTS AND PRIVACY ACT.

## **PROGRESS REPORTS/REPORT CARDS**

Progress Reports for The Center for Academic Success are designed to give students and parents an academic assessment of where each student is currently working and the quality of their work. Progress reports are issued four times during the school year (in the middle of each quarter grading period). Reports will be sent home with each student from school. Parents who do not receive a progress report should contact the school as soon as possible.

Report cards are issued quarterly for each subject and include all subjects currently taken. Report cards will be issued upon quarterly completion of the assigned course work and will be recorded on the student's permanent transcript. Parent teacher conferences are available surrounding these times, and parents are encouraged to attend for further explanation of grades and ongoing classroom progress/strategies. Parent(s)/Legal Guardian(s) are responsible to ensure accurate and updated telephone and address information are on file with the school.

## **GRADES**

The school year is composed of a Fall and Spring semester. Each semester is divided into two grading periods, or quarters. At the end of the school year, the grades from each of the four quarters are averaged in each subject for a yearly grade that is recorded on the student's permanent transcript.

A = 90% – 100%

B = 80% – 89%

C = 70% – 79%

D = 60% – 69%

F = 0% – 59%

I = Incomplete

## STUDENT EDUCATION RECORDS

CAS complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

### ATTENDANCE POLICY

**CAS requires regular attendance in order to assist students with their goals of acquiring a diploma and in their development of successful work habits. Truancy is not acceptable and will not be tolerated.**

Parents/guardians of students 17 and under, or students 18 and older, need to notify CAS of the student's absence before **9 a.m.** If parents know of absences ahead of time, please notify the school in a timely manner. All parents/guardians of students marked with a non-excused absence will receive an automated attendance reminder call from the school at 10:30 a.m.

After three non-excused absences, a conference with the student, parents/guardians and the administration will be held concerning your students attendance habits. A doctor's note will be required after three consecutive non-excused absences for readmission to school. After 10 consecutive days of non-excused absences, as mandated by the state, the student will be dropped from the rolls and written notification will be sent certified mail and/or return receipt requested to the parent(s) or legal guardian(s).

School attendance is ultimately the responsibility of the student and his/her family. Students should be absent from school only when absolutely necessary. Much of the classroom activity cannot be made up; the benefits of lectures, discussion, and participation are lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her educational program. Excessive absences may require a doctor's note for readmission to the class.

Vacations and out of town visitors are **NOT** valid reasons for absenteeism. Determination of what constitutes "good and valid reasons" shall be at the discretion of the administration. Families are highly encouraged to schedule important family vacations during fall, winter, and spring break times. When this is not possible, parents/guardians should notify the school of the extended absence as soon as possible and at a minimum of one full week prior to the absence so arrangements can be made for the student. Arizona State law highlights that it is unlawful for a child between the ages of six and sixteen to fail to attend school during school hours when in session, unless there is a valid excuse. If a parent fails to ensure the child attends school, the law states they are guilty of CLASS III Misdemeanor.

## TARDY POLICY

Attendance is taken for each class and students are tardy if they arrive **AFTER 8:05 a.m.** Students MUST be signed in by a parent or guardian at the front office. If late to school, students must check in at the front office to obtain a tardy pass to go to class. Three tardies within one week will result in disciplinary consequences including suspension (ARS 15-841).

## DISCIPLINE POLICY

Within a classroom environment, the teacher will set reasonable expressed expectations for classroom behaviors and appropriate consequences for inappropriate behavior. Parents wishing for clarification are encouraged to speak with the teacher by setting up an appointment.

When a student's behavior is such that he/she requires time away from the classroom, the following system shall be used throughout the school to provide consistency and timely management. When necessary, the teacher will issue an appropriate level card to the student. The student will receive the card and respond appropriately minimizing distraction to others.

The teacher will notify the front office of the student's departure from the classroom while the student will show the card to the front office and sit in the blue chairs. The front office will contact an administrator as needed to address the issue. The following levels will be used:

**Level 1: Quick Classroom Time-Out.** The student simply needs a short time-out from class and/or needs a quiet place to work so as not to distract other students. The student will remain on the blue chairs until his/her teacher returns to bring him/her back to class (or asks the office to send the student back) or will return to class when finished with the assignment given. No further administrative intervention is necessary.

Student behaviors include: Class disruption when he/she needs a short time to calm down, or student needing an alternate setting to work.

**Level 2: Rethink Poor Choices.** The student needs to conference with an administrator about behaviors and will return to class after doing so upon administrative discretion. A record will be made of counseling and parent will be notified by phone, email, or letter. Other consequences will be assigned at the discretion of the administration.

Student behaviors include: Dress code violations, horseplay, use of inappropriate language, littering, or significantly disruptive behavior.

**Level 3: Discuss a Pattern of Negative Behavior.** The student must conference with an administrator and will return to class upon administrative discretion. A record will be made of the counseling and parent will be



notified. A parent conference will be requested. A dean's hour consequence may be assigned with further consequences at the discretion of the administration.

Student behaviors include: Verbal abuse, bullying or harassment of other students, patterns of negative choices, flagrant disregard for rules even after ongoing redirection.

**Level 4: Redirect Dangerous or Negative Behavior.** Student must conference with an administrator and teacher/adult who witnessed the behavior. A record will be made of the counseling and parent will be notified with a request for meeting sent home. At minimum, a dean's hour consequence may be assigned with a short-term suspension strongly considered at the discretion of the administration.

Student behaviors include: Inappropriate language directed at a teacher/staff, vandalism, theft, skipping classes, sexual harassment, fighting or escalation of a level 3 violations.

**Level 5: Intervene in Criminal or Significantly Dangerous Behavior.** Staff will take immediate appropriate action including but not limited to: isolating the student from other students at the office, writing a paper referral to document the incident, and calling appropriate authorities (when needed). The student will not return to class until a parent meets with administration and both agree on consequences and a behavioral contract. If an agreement cannot be made, the student will be withdrawn from the school.

Student behaviors include: Possession of or under the influence of a controlled substance on campus (including but not limited to: alcohol, tobacco, marijuana, narcotics, prescription drugs, and e-cigarettes), possession of a weapon on campus, threatening another student or staff member, fighting, sexting, or other criminal behaviors.

## **BEHAVIOR MANAGEMENT CONTRACT**

A student whose behavior is causing academic deficiencies or interfering with a positive classroom learning climate will be required to take a more focused approach to his/her academic obligations and/or behavior. When chronic behaviors interfere with school achievement, a behavior management contract will be developed for the student, with input from the parent, guardian, and/or probation or parole officer.

The purpose of the contract shall be to coach the student into acceptable behaviors and restore him/her to full standing in the school. However, should chronic negative behavior continue, the student may be short term or long term suspended. The contract shall state:

- The length of time for which the contract shall apply
- Reasonable expectations for behavior
- Appropriate classroom and school-wide interventions as necessary
- Consequences for violations of the contract's terms.

**Note:** Please see the disciplinary policy in the handbook above for more specific school rule violations and their consequences. The administration reserves the right to modify disciplinary actions due to mitigating circumstances.

## **BULLYING/HARASSMENT**

The entire Center for Academic Success staff is committed to providing a safe and positive environment for all students. Offensive conduct such as fighting or verbally or physically threatening any student, employee, or other person will have strong consequences. There will be no roughhousing or play fighting.

If you are being bullied, try these suggestions:

- Tell the bully to stop and walk away.
- Tell an adult (teacher, principal, etc.) if someone is bullying you.
- Stay around a group of friends. (Bullies rarely pick on people if they are with others in a group.)
- Even if you think you've solved the problem on your own, tell an adult anyway, in case it happens again.

If the situation is not resolved using the above measures, CAS has formal procedures in place for attempted/reported bullying in accordance with Arizona State Statute (ARS) 15-341 (40). They are listed below:

- (a) **A procedure for students to confidentially report to school officials incidents of harassment, intimidation, or bullying.** Students are informed by CAS staff that they are able to report any of these incidents in a confidential manner should they choose. If preferred, students may write notes to faculty or inform CAS via their parents to maintain confidentiality.
- (b) **A procedure for parents and guardians of pupils to submit written reports to school officials of suspected incidents of harassment, intimidation, or bullying.** Parents are welcomed and encouraged to submit a written report to the Principal to report these incidents. Parents are also informed that they may schedule a meeting with the Principal to discuss the situation further.
- (c) **A requirement that school district employees report suspected incidents of harassment, intimidation of bullying to the appropriate school official.** CAS staff is trained during in-service that incidents of this nature must be reported to the Principal as soon after the incident occurs as possible. A verbal and written report are required from the reporting teacher.
- (d) **A formal process for the documentation of reported incidents of harassment, intimidation, or bullying.** Documentation shall not be maintained if the harassment, intimidation, or bullying is not proven.

## DUE PROCESS

In any case involving the possible suspension of a student, the student may be granted an informal hearing with CAS administration in which the student is entitled to know why he/she will be suspended. The student may then remain silent or may explain his/her version of the situation and facts. If possible, the student's parents will be contacted immediately and may attend the meeting. The parents will also be notified in writing of the reason for suspension and the period during which the suspension will be in effect. The parents may contact CAS administration if they have any questions regarding the incident. Please see the disciplinary policy in the handbook above for questions about specific disciplinary issues.

## APPEAL PROCESS FOR STUDENTS/PARENTS

In order for effective communication, all meetings among staff, parents, and students will be conducted with professionalism and decorum. Inappropriate language, hostile verbiage, and/or accusations are contrary to resolution goals and will not be tolerated. Failure to uphold this standard by any party will result in the immediate conclusion of the meeting and necessary rescheduling. Parties who refuse to leave the campus as a result of this behavior will be considered threatening staff members and appropriate action will be taken.

Students, parents, and teachers should make every effort to work together to resolve disputes at the classroom level. If concerns arise, the student/parent should first schedule a conference with the teacher for discussion. Classroom teachers will make every effort to make themselves available for conferences on a regular basis. If, after this conference, there are still concerns, the student/parent may request another conference with a building administrator (Dean of Students, Lead Teacher, or Assistant Principal) as a mediator. Conferences should be scheduled with the Principal if further efforts are needed to help resolve disputes. If matters are still unresolved, then a conference may be scheduled with Superintendent. A meeting with the Executive Director is the final step in resolving any issue that has gone through the prior steps without resolution. The decision of the Executive Director is final in all matters. Every effort should be made to find an acceptable solution by informal means at the lowest level of supervision.

## CELL PHONES & OTHER ELECTRONIC DEVICES

In order to create an educational environment in which all students can thrive and be free from distraction, cell phones and other electronic devices are not allowed during the school day. **Students who carry cell phones to school are required to turn them in at the front office before class.** Cell phones will be return to students at the end of the day (the end of the day is after CAS CARE). Students who bring electronic devices to school (iPods, MP3 players, Gameboys, etc.) are to turn them in at the front office before class. Additionally, ear buds or head phones must also be removed and put away (even if they are not currently in use). Students whose electronics are visible by staff during the school day will be reminded to put them away. If seen a second time,

the student will turn over the device to the front office until the end of the school day. Refusal to turn over property to the office when instructed shall be considered a level 4 offense. Students who violate this policy more than twice will need a parent or guardian to retrieve their electronics from the office which could result in student property remaining on the campus overnight. Finally, please note electronic items brought to school will be student's sole responsibility if lost or stolen.

Parents who need to get a message to their child are required to use the school phone number at 520-458-4200.

## **TELEPHONE POLICY**

In order to better serve students and maintain an academically-centered environment, the following phone policy will be used: Only in cases of real need, as determined by the teacher, a hall pass must be issued by the teacher for students to go to the front office.

- Parents may contact the school office when the need arises to contact students during the school day, and the student will be notified immediately.
- The front office phone is for emergency situations only and not for students to use at their leisure. Emergencies that occur will be handled on an individual case-by-case basis by CAS staff.

## **CLOSED CAMPUS POLICY**

The Center for Academic Success has a Closed Campus Policy which means students are not allowed to leave the campus without following the proper check-out procedures. Also, student visitors will not be allowed at school including at lunchtime. Adult visitors must obtain a "Visitor's Pass" from the main office before proceeding into the school building or they may be charged with trespassing. Parents are welcome to attend class with their child but must obtain permission from the front office, Administrator and the teacher PRIOR to their visit.

When students have been dismissed from school for the day, these rules must be followed:

- If the student has someone picking him/her up, that person must drive into our campus. No parking or waiting on the street.
- Students must leave the campus; they cannot wait at the front gate or a perimeter of 100 yards from the gate.
- Students who are not immediately picked up from school must report to CAS CARE within 15 minutes of dismissal from school. Once in CAS CARE, a parent or guardian MUST sign out the student and show ID.

## DRESS CODE

**Students at the Center for Academic Success will be expected to conform to a uniform dress code. This uniform shall consist of a solid red or navy blue polo shirt and khaki or denim shorts, pants, or skirts.**

### **Tops:**

Students are required to wear a short-sleeved polo shirt in solid red, white, or navy blue. Students who are often cold are encouraged and permitted to wear a long-sleeved shirt in a solid red, white, or blue underneath the polo, or may wear a long-sleeved polo shirt in the approved uniform colors. All shirts must be an appropriate size for the wearer. Dramatically oversized shirts are not permitted. The shirt hem should be no longer than the length of the student's finger-tip. The sleeves and hem of an undershirt should not extend beyond those of the polo. Shirts are not required to be tucked in.

### **Bottoms:**

All CAS elementary and middle school students are permitted to wear jeans, khakis, jean and khaki shorts, and skirts of the appropriate length. All pants/shorts/skirts must fit appropriately and be worn at waist level. Form-fitting items such as **jeggings, leggings, yoga pants, and skinny pants are not permitted**. Clothing should not be see-through or composed of leather/imitation leather, lace, or stretch materials. All articles of clothing must be in good condition and not be frayed, ripped, or cutoff. Clothing with "pre-cut" holes and frayed portions will not be worn.

### **Jackets and Sweatshirts:**

Students may wear jackets over their uniform polo shirts to and from school and when outside as appropriate for the weather. Once inside the classroom, students shall remove and hang coats/sweatshirts/jackets or any item worn over the polo shirt. Hooded jackets/sweatshirts with a **front zipper** are acceptable, but hoods may not be worn inside of the building; however, they must be completely unzipped in the classroom.

### **Shoes:**

Open-toed shoes **MAY NOT** be worn during school and CAS CARE hours due to safety concerns.

### **Accessories:**

- Backpacks are permitted only for elementary grades K-5. Middle school students are encouraged to carry a zippered binder for organization and storage. No backpacks, oversized purses, or bags are permitted in the middle school.
- Sunglasses may not be worn indoors, unless medically prescribed.
- Any article of clothing that exhibits metal studs or simulated studs is prohibited.
- Leggings and tights may only be worn as an accessory under skirts, skorts, dresses, shorts, or pants.

The following attire is NOT to be worn at school or at school sponsored events:

- Insignias and logos of non-school sponsored organizations that may be associated with gang activities.

- Belt buckles, jewelry, bandanas, stocking caps, hair nets, rags, gloves, biker wallets or other decorations with initials, gang related symbols or signs.
- Any clothing directly related to "gang" and or "drug cultures".
- Clothing that depicts illegal actions, advertises substances such as alcohol, cigarettes, drugs, or utilizes a double play on words, obscenities, profanity, or is suggestive in any way.

Students appearing on school grounds in violation of the dress code policy shall be counseled and, as appropriate, ordered to change clothes and dress properly for school. For the first offense, parents will be notified and students will remain in school suspension until dressed appropriately under the uniform dress code. Second offense, parent and student will have a conference with the administration. Third offense, parent will be notified and student will have in-school suspension for multiple days or will be required to be picked up by the parent or guardian.

Since student attire trends change, the previous lists will be updated and communicated as needed in order to ensure an appropriate and safe school setting.

Decisions regarding the appropriateness of clothing will be handled by the Administrator.

## **COMPUTER USAGE POLICIES AND PROCEDURES INTERNET CONTRACT**

### **Personal Responsibility**

Students will accept personal responsibility for reporting any misuse of the network to teachers. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography and/ or obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language, and other issues described below. A signed copy of the Internet Contract must be on file in the student's folder.

### **Acceptable Use Policy**

The use of school Internet accounts must be in support of education and research and within the educational goals and objectives of CAS. Students are responsible for upholding this provision at all times when using the electronic information service. Use of other organizations' networks or computing resources must comply with rules appropriate to the network. Transmission of any material in violation of any U.S. law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Commercial activities by for-profit institutions are generally not acceptable. Use of product advertisement or political lobbying is prohibited.

## **Privileges**

The use of the information system is a privilege, not a right, and its inappropriate use will result in a cancellation of those privileges. Each person who uses the Internet will participate in a discussion with a CAS faculty member as to proper behavior and use of the network. The administration will decide what the appropriate use is. This decision will be final.

## **Network Etiquette**

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be polite. Never send, or encourage others to send, abusive messages.
- Use appropriate language. Remember that you are a representative of our school in a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Never use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden and will result in severe restrictions.
- Privacy. Do not reveal your home address or personal telephone numbers or those of students or colleagues.
- Electronic mail (e-mail) is not guaranteed to be private. Everyone on the system has access to mail.
- Messages relating to, or in support of, illegal activities must be reported to the authorities.
- Do not use the network in any way that would disrupt use of the network by others.

## **Services**

CAS makes no warranties of any kind, whether expressed or implied. CAS will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system, or your errors or omissions. Use of any information obtained via the information system is at students' own risk. CAS specifically denies any responsibility for the accuracy of information obtained through its services.

## **Security**

Security on any computer system is a high priority. If students identify a security problem, notify the teacher at once. Never demonstrate the problem to other users. Any user identified as a security risk may be denied access to the information system.

## **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy computer, printer, and software, network data of another user, or of any other agencies or networks that are connected to the system. This includes, but is not

limited to, the uploading or creation of computer viruses. Any vandalism will result in severe consequences and legal referral. Parents will be responsible for any damage incurred.

### **Updating**

The information service may occasionally require new registration and account information to continue the service. Students must notify the teacher of any changes in student account information.

### **Misuse of Computer or Internet**

A student shall not harm, destroy, mark or otherwise deface computer equipment, including CPUs, monitors, printers, keyboards and other computer hardware. Students shall not insert or otherwise load software programs or files on the school computer systems without approval from school personnel. Additionally, students shall not abuse the network or Internet. This includes attempted spamming, creating and/or knowingly spreading computer viruses, deleting or changing files, modifying the computer or network configuration, visiting websites that contain vulgar and obscene language, and using vulgar and obscene language in any form or method. Web and computer usage is intended to be for educational purposes only. Gaming, video streaming, internet searches, and messaging not related to course work and without the approval of the staff constitute a misuse of the computers/internet. All students and parent(s)/ legal guardians(s) will sign an Internet Contract prior to getting access approval.

## **TRANSPORTATION AND PARKING**

In the interest of safety for our students, please follow all traffic directives, especially during our high traffic volume time. These directives include:

- Red curbs indicate a Fire Lane. Parking in fire lanes is prohibited.
- U-turns are prohibited at any time on our campus.
- Please park in the designated parking areas (the visitor parking lot just past the cafeteria).
- Please avoid parking directly next to the cafeteria from the crosswalk to the stop sign.
- Please observe the posted speed limit which is **10 mph**.
- No smoking in vehicles on premises.
- Please observe the no parking signs posted directly outside the school gate.

Following traffic directives will ensure the safety of your student and others, and will help traffic flow smoothly, especially at high volume time in the morning.



## **PERMISSION FOR VIDEOS**

When CAS staff members plan to show a G, PG, or PG-13 movie, no permission slip is required. Parents have the right to deny permission for their student to watch any movie, regardless of rating. In such cases, an alternate activity will be available.

## **FOOD AND DRINK**

Breakfast and lunch will be provided to students throughout the school year. Free/reduced lunch forms will be made available during the registration process.

**Outside food and drinks are prohibited inside the building.** Meals brought from home are the only exception. Students electing to bring meals from home may do so but may not distribute food to other students without permission of the staff. Those bringing food from home are expected to not partake of CAS meals. Meals from home may not consist of food with no nutritional value, to include Starbucks. Any open food containers carried onto campus will be confiscated by staff. Food may not be consumed during class time unless permission has been given by the teacher.

Distribution of special treats such as cookies, candies, etc. may be done in celebration of special events with **prior permission** of the classroom teacher. Please do not distribute treats in the cafeteria. Students repeatedly violating this policy will face disciplinary action.

## **EMERGENCY RESPONSE DRILLS**

To ensure the safety of students and staff, fire drills, lock downs, reverse evacuations, shelter and place drills, and emergency response drills may be conducted periodically. Detailed escape plans are posted near the door of each classroom.

## **SEARCHES**

CAS administration has the right to search and seize property, when there is reason to believe that such material may be detrimental to health, safety, and welfare of the student or another person.

## **ARRESTS/POLICE INTERVIEWS**

CAS accepts responsibility for students during the school day and during approved curricular and extracurricular activities. It is the responsibility of the school administration to make an effort to contact

parents with respect to requests for interviews by law enforcement officials. A parent may be present during any such interview. If the parent cannot be contacted, the administrator shall ask the officials to contact the parent(s) and arrange the interview at another time. When interviews are conducted by a child protective services worker pursuant to ARS 8-224(B) and 8-546.01 (C) (2), no school personnel may be present. When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. When an arrest is formally made, CAS and its employees no longer exercise jurisdiction over the student.

The Arizona Legislature has charged the appropriate governing board of every educational institution to adopt rules for the maintenance of public order upon all property its jurisdiction which is used for educational purposes and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty and other staff and all members of the public while on the property of the educational institution. Penalties for violations of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from property and, in the case of the student, faculty member or other staff violator, the violator's suspension or expulsion or any other appropriate disciplinary action. A governing board shall amend its rules as necessary to ensure the maintenance of public order (ARS 13-2911).

Rules and penalties pursuant to the above-referenced statute shall include, but not be limited to: ARS 13-2911; Center for Academic Success student handbooks; Center for Academic Success faculty handbooks; and Cochise Private Industry Council Personnel procedures, which include the conduct of student, faculty and other staff members and of the public while on the property of CAS. Penalties for violations are clearly set forth in the above documents and enforced, including ejection of a violator from the property and suspension or expulsion as is appropriate.

## **HANDBOOK QUESTIONS**

Students desiring clarification about a handbook policy or rule are encouraged to talk to administration during the school day. Every effort will be made to provide clarity and avoid unnecessary or unknowing violation of school policies.

Students and/or parents wishing to appeal or question the legitimacy of a handbook policy may appeal by scheduling an appointment with administration who will hear the complaint and make every effort to resolve the issue. A written documentation as to the reason for the appeal and a face to face meeting is required to continue the appeal process. Policies will be amended only with full administrative review by both the Principal and Superintendent. Ultimately, if no resolution can be found and families find they cannot support policies in the CAS handbook, they may withdraw their students.

**Center for Academic Success 2015-16 School Year**

**Parent/Student Handbook Verification Form**

I have read the handbook and will abide by the regulations.

Parent name printed \_\_\_\_\_ Date: \_\_\_\_\_

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

Student name printed \_\_\_\_\_ Date: \_\_\_\_\_

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

**Office Use Only**

Administration Clearance Signature \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Clearance Signature \_\_\_\_\_ Date: \_\_\_\_\_