

**2015-16**



# **High 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 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

The current AZ State Requirements for graduation are listed below, and subject to change by the State Legislature.

## **Credit Requirements For Graduation**

Students must accumulate a minimum of twenty-two (22) credits in order to graduate.

The program of study listed below denotes required courses for a student's total credit accumulation.

English	4 credits
Mathematics	4 credits
Social Studies	3 Total credits
• US/American History	1 credit
• World History/Geography	1 credit
• US Govt./Constitution	.5 credit
• Economics	.5 credit
Science	3 credits
Electives	7 credits
CTE/Fine Arts	1 credit
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Total	22 credits

## **IMMUNIZATIONS**

Subject to the exemptions provided by law, immunization against rubeola (measles), rubella (German measles), poliomyelitis, and diphtheria are required for attendance of any child in any public school. A student's immunization records must be submitted prior to attendance, although a child may be 'conditionally' enrolled provided that necessary immunizations are initiated within five (5) days. In accordance with Arizona Revised Statutes 15-873 Exemptions, documentary proof is not required for a student to be admitted to school if one of the following occurs:

1. The parent/guardian of the student submits a signed statement to the CAS Registrar stating that the parent/guardian has received information about immunizations provided by the Arizona Department of Health Services, understands the risks and benefits of immunizations and the potential risks of non-immunization, and that due to personal beliefs, the parent/guardian does not consent to the immunization of the student.
2. The Registrar receives written certification which is signed by the parent/guardian and by a physician, which states that one or more of the required immunizations may be detrimental to the student's health and which indicates the specific nature and probable duration of the medical condition or circumstance which precludes immunization. An exemption pursuant to subsection A, paragraph 2, is only valid during the duration of the circumstances or condition, which precludes immunization.
3. Students who lack documentary proof of immunization will not attend school.

## **REPORT CARDS**

Report Cards 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. Report Cards are issued twice during the school year (at the end of the fall and spring semesters). Report Cards will be sent via U.S. Mail. Parents who do not receive a report card in the mail should contact the school as soon as possible. Final grades for each subject will be issued upon completion of the assigned course work and will be recorded on the student's permanent transcript. Parent(s)/Legal Guardian(s) are responsible to ensure accurate and updated telephone and address information is on file with the school. Unacceptable academic progress may result in required Friday school and/or academic probation.

## **ACADEMIC PROBATION**

Students having two or more failing grades will be placed on Academic Probation for the quarter. Those students will be required to report to Friday School from 8:00am-12:00pm. They are required to meet with the registrar when they arrive and must turn in a signed report by all teachers before leaving school. If the student earns grades of a "C" (2.0 GPA) or better they will be removed from academic probation at the quarter. If a student does not bring all of their grades to a "C" (2.0 GPA) or better by the semester they may be placed on the waiting list.

## **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. Students may request copies of their records by filling out a transcript/diploma request form located at the front office or at [casschools.com](http://casschools.com). All records are subject to a 10 business day time request.

### **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 fourteen through twenty-one, who meets these requirements, including attendance requirements, for enrollment in one of the grades or programs offered in the school.

**PARENT** – A legal parent, a legal guardian, and/or an individual legally acting as a parent in the absence of the parent or guardian.

**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.

PERSONAL IDENTIFIER – Any data or information that makes 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 disciplinary information cannot be released to any person or agency without prior approval by the parent or student (if over 18 years of age) and the principal.*

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

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.

## DISCIPLINE POLICY

**Principal and/or Vice Principal are charged with the responsibility of imposing consequences for infractions of the discipline policy. When a student enrolls in CAS, he/she agrees to abide by a code of conduct established by the school—just as a citizen of a community, state, or nation assumes the responsibility of conduct when he/she accepts citizenship, or just as an employee agrees to the rules of conduct at his/her work place.**

CAS philosophy is that every student deserves the opportunity to receive a quality education. Therefore, no student, due to his or her behavior, has the right to deprive another of the same educational opportunity. Discipline will be dispensed swiftly, appropriately and fairly. Parents will be notified of disciplinary action deemed necessary beyond the first warning, and any incident that is a violation of the Arizona State Law may result in a police report.

**Pupils shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrators and the governing board (ARS 15-841).** Students are expected to exercise propriety and good taste in conduct and appearance while they are within the school’s area of responsibility. Appropriate student demeanor will result in a school environment that is cooperative, conducive to learning, and respectful of individual differences.

It is neither possible nor desirable to list every rule of conduct for which students will be held accountable during the school year. The following is a generalized list of behaviors that are normally considered unacceptable in an effective and efficient place of learning or employment.

- **Gun School Act of 1994 – ARS 13-3102** includes but is not limited to a bomb, firearm, gun, revolver, pistol (Airsoft, BB or pellet guns), knives, weapons, explosives, fireworks, or other instruments capable of harm, or that create the impression of harm, as well as, pocket knives, box cutters, water balloons, water guns, stink bombs or anything determined by administration to be detrimental to the learning environment or the health and welfare of students and faculty. Infractions will lead to long term suspension—the police may be notified.
- **Bullying, Threats, Assaults, Fighting** 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.

According to Arizona State Statute (ARS) 15-341 (40), CAS has in place procedures for attempted/reported bullying. They are listed below:

(a) A procedure for pupils 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 desired, 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 or bullying to the appropriate school official.

– CAS staff is trained during in-service that incidents of this nature 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, except that no documentation shall be maintained unless the harassment, intimidation or bullying has been proven.

- **Drugs/Illegal Substances, Counterfeit Drugs and Paraphernalia** It is unlawful for a person to do any of the following:

Intentionally be present in a Drug Free School Zone to sell or transfer marijuana, peyote, prescription-only drugs, dangerous drugs or narcotic drugs. Possess or use marijuana, peyote, prescription-only drugs, dangerous drugs or narcotic drugs in a Drug Free School Zone (ARS 13-3411).

For the purpose of this Policy, drugs include any narcotic or dangerous drugs, vapor-releasing toxic substance, E-cigarettes, “cannabis”, or other substance enumerated in ARS 13-3401, as well as any imitation controlled substance listed in ARS 13-3d or any other controlled substances as defined in Rules I through IV of the *Controlled Substances Act* (21 U.S.C. 812), and as further defined by regulation in code of *Federal Regulations Title 21*.

Drug also means an anabolic steroid. Check with Principal and/or Vice Principal when using prescription medications.

- **Alcohol** It is against the law for a person under the legal drinking age (which is 21) to buy, receive, have in possession, or consume alcohol (ARS 4-244) *Incorrigible Act* (ARS 8-201).
- **Tobacco** Any minor who has tobacco in his or her possession is guilty of an *Incorrigible Act* (ARS 13-3622). Using or possessing tobacco products, including cigarette lighters, on school grounds (buildings, parking lots, fields and vehicles) or at off campus school-sponsored events is a petty offense for adults, and a delinquent act for minors (ARS 36-798.03).
- **Obscenity, Vulgarity** Obscene or vulgar language, inappropriate text messages, gesturing and/or materials are unacceptable. Obscene materials, language, or gestures are those that an average person, applying contemporary standards of the school community or business professionals, or a court of law would find appealing to vile interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school community in recognition of the fact that students are, as a group, younger and more sensitive than the general adult population. A student shall not use vulgar language, materials or gestures that depict sexual or other offensive activities.
- **Anti-Sexting Policy** ARS 13-3553 prohibits sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexual nature on a computer, cell phone, or other electronic device.

Administrators may search cell phones to discourage harassment and bullying if they have reasonable suspicion a student has been involved in sexting.

- **Sexual Harassment** It is CAS policy to maintain an environment free of sexual harassment and to comply with section 703 of the Civil Rights Act of 1964. Sexual harassment includes the following behaviors: public comments about someone’s body; sexual comments about what you’d like to do to a person; being part of a group that grabs at people in passing; “rating” people’s bodies; leaving sexual pictures or comments on someone’s desk; touching someone inappropriately; threatening someone with sexual harm; spreading sexual rumors about someone; hugging or kissing someone. CAS will take appropriate action in such cases which may include suspension.

- **Vandalism, Littering, Destruction of Property** Students and/or their parent(s) will be assessed charges for damage to school property, or property belonging to another person. Students will assist the faculty in keeping the property tidy and will not litter or deface school grounds.
- **Electronic Devices, Cell Phones, iPods, Game Boys, MP3 Players, etc.** These items will be confiscated if they are used in the high school building. Electronic items brought to school will be the student's responsibility if lost or stolen.
- **Obscenity, Vulgarity** Obscene or vulgar language, inappropriate text messages, gestures, and/or materials are unacceptable. Obscene materials, language, or gestures are those that an average person, applying contemporary standards of the school community or business professionals, or a court of law would find appealing to vile interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school community in recognition of the fact that students are, as a group, younger and more sensitive than the general adult population. A student shall not use vulgar language, materials or gestures that depict sexual or other offensive activities (ARS 15-507).
- All CAS students are provided with a free breakfast and lunch. No food or outside drinks are permitted. They will be confiscated. Students on dietary or religious restrictions may pack lunch. The cafeteria can provide students lunches on a case by case basis.

## **CAS IS A DRUG-FREE ZONE AND HAS A NO-SMOKING POLICY**

### **ATTENDANCE POLICY**

**CAS requires regular attendance in order to assist students with their goals of acquiring a high school 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 8am. If parents know of absences ahead of time they must notify the school in advance.

After 10 consecutive days of non-excused absences, as mandated by the state, the student will be dropped from school.

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 benefit of lectures, discussion and participation is 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 class. If any class is missed 10 consecutive times, the student's teacher may assign a failing grade.

Arizona State Law highlights that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a valid reason for absence. Vacations and out of town visitors are not valid reasons for absenteeism. Determination of what constitutes “good or valid reasons” shall be at the discretion of the administration. If a parent fails to ensure that the child attends school, the law states that they are guilty of Class III Misdemeanor. When a parent does not provide a valid excuse for the child’s absence, a law enforcement officer may cite the student, parent, or custodian directly into court for violating the state truancy law. (Re: ARS s15-802, 15-803 and 15-804).

### **TARDY POLICY**

Attendance is taken for each class and students are tardy if they arrive after the bell for any class. If late to school, students must check in at the front office. Three tardies within a quarter could result in disciplinary consequences including suspension (ARS 15-841).

### **CASE MANAGERS/CASE MANAGEMENT**

Case Managers provide the student with individual and group counseling in the following areas: job exploration, skill analysis, goal setting, and decision-making. The counseling is intended to assist students with identification of individual skills in order to facilitate their selection of an appropriate vocation. The case manager(s) will endeavor to assist students to develop skills necessary to solve their personal problems and overcome barriers that may interfere with learning and training.

If a student is in need of childcare, counseling, and/or referral services, case managers are available to assist. Case managers will also provide information on scholarships, assist in class and/or schedule changes, and will work with the student on his/her Individual Strategy Plan (ISP).

### **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:

- Parent/guardian must call the front office to excuse/dismiss the student if the student is driving himself/herself.
- Parent/guardian must come and sign out the student from the front office if picking the student up.

Student visitors will not be allowed during school hours, including at lunchtime. Adult visitors must obtain a “Visitor’s Pass” from the front 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 of the Principal 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 the campus.
- Students walking must leave campus; they cannot wait at the front gate or a perimeter of 100 yards from the gate.
- Students who leave campus may not return within the same day.

## **ARIZONA 21st CENTURY COMMUNITY LEARNING CENTERS GRANT**

The Center for Academic Success is proud and excited to announce that we have been awarded the 21st Century Community Learning Centers grant for our high school. This is in addition to the program we have had at the elementary and middle school for the past six years. This grant will assist us in providing opportunities before and after the regular academic school day. We are extending our school day from 7:00am to 5:00pm. These extended hours will allow our students opportunities to receive additional assistance with their regular classes, tutoring, or homework help and provide opportunities to catch up on classes or move ahead in their studies. We will also provide enrichment clubs and activities including Robotics, Wall Art, Yearbook, Zumba, Solar Go Cart, and many more. We invite parents and students to take advantage of this opportunity where we can continue to provide a safe, secure supervised learning environment, both before and after school.

## **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. Initially, a behavior-management contract will be developed for the student, the parent, guardian, and/or probation or parole officer. When determining disciplinary action, the faculty and administration of CAS will consider the following alternatives:

- conference with student
- conference with parent, guardian, and/or probation/parole officer
- restriction of privileges
- suspension (In-school or home)
- behavior management contract; restitution; etc.

Should chronic negative behavior continue, the student may be suspended and placed on the CAS waiting list.

**Note:** The school is not limited to these alternatives, nor does this list imply an order or sequence to follow in taking disciplinary action. The administration reserves the right to modify disciplinary actions to mitigating circumstances.

## **DRESS CODE**

**A good school-learning environment is created when students have an appropriate, well-groomed appearance and conduct themselves properly. Anything that tends to detract from this environment is unacceptable. The following guidelines shall apply to all regular school activities:**

- Sunglasses, hats, caps and other head coverings shall not be worn indoors. Only medically/religiously required headgear, approved by the principal, may be worn indoors. Sun-protective clothing must comply with District and school site dress and grooming standards.
- Clothes shall conceal underwear at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Swimwear, pajamas, nightgowns, leggings worn as pants, yoga pants, and oversized clothing are not appropriate school wear.
- Excessively holey jeans are not permitted.
- Clothing that advertises such substances as alcohol, cigarettes, drugs, or utilizes double play on words, obscenities, profanity, or is suggestive in any way are prohibited.
- Clothing that depicts illegal actions or use of fire-arms may not be worn.
- Jewelry which poses a threat to the health and safety of students or which by its size or appearance is distracting in the learning environment (i.e., jewelry with sharp edges or which is so long or dangling as to pose a safety hazard).
- Tote bags or large purses are not allowed on the premises, CAS will provide a backpack if one cannot be obtained.
- “Shower shoes,” slides, or house slippers are not permitted.

**Additional Dress Standards:**

**The following attire is NOT to be worn at school:**

- Insignias and logos of non-school sponsored organizations that may be associated with gang activities.
- Hooded sweatshirts and jackets must be worn with hoods down.
- Belt buckles, jewelry, bandanas, stocking caps, hair nets, rags, gloves, biker wallets or other decorations with initials, gang related symbols or signs.
- Any pants/shorts that are oversized and inappropriate for the wearer. All pants must fit and be worn at waist level.
- Any shirt which is dramatically oversized and inappropriate for the wearer, any oversized white tee shirt or polo shirt.
- Any clothing directly related to “gang” and/or “drug cultures.”

Students appearing on school grounds in violation of the dress policy will be counseled and given a first warning. Repeat offenders will be sent home, as appropriate, in order to change clothes and dress properly for school. Students may initially be counseled by the teacher with a follow up referral. A student who willfully and continuously violates the policy may be subject to suspension.

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 staff and/or administration.

## **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 is the appropriate use. 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 Computers, Internet, or Technology Policy**

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. Online games are not permitted. All students and parent(s)/legal guardian(s) will sign an Internet Contract prior to getting access approval.

## **TRANSPORTATION AND VEHICLE PARKING**

**Parent(s) / legal guardian(s) are required to provide their student transportation to and from school.** Parking spaces are limited and provided for students at CAS. Once a student leaves the vehicle, he/she may not return to it until the end of the school day.

### **Students must:**

- exercise caution when driving onto the parking lot to prevent an accident.
- park in the designated area.
- not access (nor allow others to gain access to) the vehicle during school hours.

- not bring non-CAS students on campus.
- not transport or possess illegal drugs, drug paraphernalia, or weapons of any kind at CAS.
- not provide transportation for students during the lunch period, as well as during class instruction, breakfast, or break times.

Parking on campus is a privilege and not a right. Students who violate these rules will have their parking privilege revoked and a written notification of cancellation of privileges sent home to the student's parents/legal guardian. These rules are designed for the convenience and safety of all CAS students.

### **PERMISSION FOR VIDEOS / FILMS**

When CAS staff members plan to show a G, PG, or PG-13 movie, no permission slip is required. However, for an R-rated movie, permission slips will be sent home with students ahead of time for parents or guardians to sign and return. 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.

### **MEALS**

Breakfast and lunch will be provided this school year. Free/reduced lunch forms will be provided during the registration process. There will be no charging/credit or checks given for meals. Meal cost will be provided at ISP enrollment. No food or drinks are allowed inside the classrooms. Food deliveries require prior approval.

### **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.

- Long distance calls are not allowed under any circumstances.
- Parents may contact the school office when a family emergency arises, and the student will be notified immediately.
- Any emergency situations that may occur will be handled on an individual case-by-case basis by CAS staff.

### **SEARCHES**

CAS administration has the right to search and seize property, when there is a reason to believe that such material may be detrimental to health, safety, education, 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 A.R.S. 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.

## **DUE PROCESS**

In any case involving the possible suspension of a student, the student may be granted an informal hearing with CAS administration. At this time, the student will be notified of why he or she stands accused. 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 by telephone. 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.

## **APPEAL PROCESS FOR STUDENTS / PARENTS**

There are occasions when issues arise among students or parents and classroom teachers. Teachers and students should make every effort to work together to resolve disputes at the classroom level. If unable to accomplish this, the student/parent should first schedule a conference with the teacher to express any concerns. 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 the 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.