

**2018-2019**



# **Elementary School Student-Parent Handbook**

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Sierra Vista, AZ 85635**

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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

Kindergarten	8:00 a.m. - 2:30 p.m.
Grades 1 – 5	8:00 a.m. - 3:00 p.m.
Grades 6 – 8	8:00 a.m. - 3:30 p.m.

**PLEASE NOTE:** CAS Elementary and 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 **12:00 p.m.** in front of the Elementary/Middle School building for pick up no later than 12:15 p.m. See current school calendar for Early Release dates.

Students arriving prior to 7:30 a.m. 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 School Program)**

CAS Care provides free extended hours of academic enrichment for Kindergarten through 8th grade students from **7:00-8:00 a.m.** and **2:30-5:30 p.m.** We provide a safe, friendly environment for homework help, tutoring, and academic enrichment clubs, such as, Math Help, Underwater Robotics, Cyber Patriots, Maker Space, Lego Club, Garden Club, and Intramurals.

CAS Care and CAS Clubs follow the same school behavior 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 ensure the safety of each student, please show a photo ID to the school 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).

All students must be picked up from CAS Care **no later** than 5:30 p.m. Please be respectful of our teachers and their valuable time. If you are late picking your child up three (3) times, your child will be suspended from our aftercare program for one month. After you are late six (6) times, your child will be suspended from aftercare for a full semester.

## 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.

### Grading Scale

**90% - 100% = A** represents the highest level of academic progress and work product.

**80% - 89% = B** represents above average progress and adequate work product.

**70% - 79% = C** represents average progress and satisfactory work product.

**60% - 69% = D** represents unsatisfactory progress and very poor work product.

**0% - 59% = F** student is failing and has very little knowledge of the course content.

## PROGRESS REPORTS / REPORT CARDS

Progress Reports are designed to give students and parents an academic assessment of student achievement and the quality of their work. Progress reports are issued in the middle of each quarter grading period. Reports will be sent home with each student from school. The schedule for Progress Reports is passed out at Open House each year. Parents who do not receive a progress report should contact the school as soon as possible.

Report cards are issued quarterly for each student. 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 will be held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> Quarters. Parents/Legal Guardians are responsible for ensuring accurate telephone and address information is on file with the school.

Parents/Legal Guardians may also monitor their student's grades and progress through the PowerSchool Parent Portal. Access to the Parent Portal may be requested from the school office.

## CREDIT REQUIREMENT FOR PROMOTION

CAS Middle School has an academic credit system to advance from one grade level to the next. The credit system helps students to focus on their academic goals and increases participation in their education. It is important to remember that progressing to the next grade level is not automatic; students earn their advancement by successfully completing each course with an A, B or C.

Each subject area class is worth  $\frac{1}{4}$  credit per quarter, equaling one (1) full credit for a full year. The breakdown of credits to be earned each year is as follows:

### 6<sup>th</sup> Grade = 6 credits

- ✓ 1 credit in English
- ✓ 1 credit in Math
- ✓ 1 credit in Social Studies
- ✓ 1 credit in Science
- ✓ 2 Elective Credits

### 7<sup>th</sup> Grade = 6 credits

- ✓ 1 credit in English
- ✓ 1 credit in Math
- ✓ 1 credit in Social Studies
- ✓ 1 credit in Science
- ✓ 2 Elective Credits

### 8<sup>th</sup> Grade = 6 credits

- ✓ 1 credit in English
- ✓ 1 credit in Math
- ✓ 1 credit in Social Studies
- ✓ 1 credit in Science
- ✓ 2 Elective Credits

In order to be promoted to high school, students must have earned **18 out of 21** possible credits.

Final grades/percentages earned in a course must equate to a minimum of a “C-” or a “70%” in order for the student to earn the credit.

## CREDIT RECOVERY OPTIONS

If the student earns a “D” or a “F” for any core subject (English, Math, Science or Social Studies) for any quarter, the student will be placed on Academic Probation and be required to attend before or after school tutoring, so that the “D” or “F” can be recovered to a minimum of a “C”. The student will be withdrawn from any after school clubs until the grade is recovered. Students on Academic Probation may not attend any extra-curricular events at the school.

Should the student still not recover the “D” or “F”, or should the “D” or “F” happen in the 4<sup>th</sup> quarter, then the student will be required to attend summer school in order to recoup the credit.

## RETENTION

If the student does not successfully meet the requirements of the credit system by the beginning of the next school year, the student will not be promoted to the next grade level until the requirements are all met.

## PRINCIPAL’S LIST

Students who have all “A’s” are placed on the *Principal’s List* and they are honored by having their names printed in the local newspaper and posted on our school website.

## HONOR ROLL

Students who have all “A’s” and “B’s” are placed on the *Honor Roll*. They are recognized by having their names printed in the newspaper and posted on our school website.

## STUDENT EDUCATION RECORDS

CAS complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA gives students and parents of students under the age of 18 the right to inspect and review the student’s education records maintained by the school. FERPA protects the privacy of education 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.** on the day of the absence. If parents know of absences ahead of time, please notify the school in a timely manner. All parents/guardians of students marked with an unexcused absence will receive an automated attendance reminder call from the school at 10:30 a.m.

After three (3) unexcused absences, a conference with the student, parents/guardians, and the administration will be held concerning your student’s attendance habits. After ten (10) consecutive days of unexcused absences, as mandated by the state, the student will be dropped from the rolls and written notification will be sent via certified mail and/or return receipt requested to the parent(s) or legal guardian(s).

Excessive absences due to illness will require completion of a “Chronic Illness Form.” Contact the school office for further information.

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.

In the case of an extended absence, parents/guardians must complete an “Extended Absence Form” if they plan to take the student out of school for more than three (3) consecutive days. Each of the student’s teachers and



administration must sign off on the form. Teachers are not required to provide work in advance for excused or unexcused absences. Students and parents/guardians are solely responsible for collecting all make-up work from teachers for these absences.

Arizona State Law maintains 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.

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 coursework cannot be made up, and 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.

## TARDY POLICY

Attendance is taken for each class, and students are tardy if they arrive after **8:00 a.m.** Students must be signed in by a parent or guardian at the front office when they arrive, with no exceptions. If late to school, students must check in at the front office to obtain a tardy pass to go to class. Three (3) tardy arrivals within one week will result in disciplinary consequences including suspension (ARS 15-841).

## DISCIPLINE POLICY / PBIS

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

At the Center for Academic Success, we participate in the nationwide behavior and discipline program commonly known as “Positive Behavioral Interventions and Supports” (PBIS). This program seeks to emphasize and reward the many positive behaviors we see from our students, and to discourage the negative choices that are made. We choose to be proactive rather than reactive in our approach to children’s behaviors. We actively teach behavior expectations and then we reward students for following them.

Students can earn “Eagle Points” by exemplifying the taught and expected behaviors. Every two weeks, students are able to spend their points at the “Eagle’s Perch” (school store) to purchase items of their choosing based on the number of points they have accrued.

At CAS, we use our eagle mascot to help us remember our behavior expectation:

“All CAS Eagles are: Safe  
On Task  
Accountable  
Respectable”

## 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 instituted for the student, with input from the parent/guardian, teachers, and Administration. 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.

## STUDENT BULLYING / HARASSMENT

The entire Center for Academic Success staff is committed to providing a safe, respectful, and positive environment for all students. Bullying or harassment of any student, employee, or person associated with the school will not be tolerated.

### Definitions

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent, or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm;
- occurs when there is a real or perceived imbalance of power or strength; or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms, including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying;

- exposure to social exclusion or ostracism;
- physical contact including, but not limited to, pushing, hitting, kicking, shoving, or spitting; and
- damage to, or theft of, personal property.

*Cyberbullying:* Cyberbullying includes, but is not limited to, any act of bullying committed through the use of electronic technology or electronic communication devices, including telephonic devices, social networking, and Internet communications, on any school-owned equipment, networks, or communication mediums, or by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name-calling, unwanted physical contact, and unwelcome verbal or written comments, photographs, and graphics. Harassment may be related, but not limited to, race, religion, sexual orientation, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect by use of electronic technology or social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

## **Discipline**

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, or when such acts interfere with the authority of the school system to maintain order. Law enforcement authorities shall be notified any time school officials have a reasonable belief that an incident of bullying or harassment is a violation of the law.

## **Reporting Incidents of Bullying**

Students who believe they are experiencing being bullied, or suspect another student of being bullied, should report their concern to any staff member of the school. School personnel are to maintain appropriate confidentiality of the reported information.

Parents/guardians are permitted and encouraged to submit a written report, or a *JICK Form*, to any member of the school staff to report these incidents on behalf of a student. Parents/guardians may schedule a meeting with the Principal to discuss the situation further.

School staff is trained to report to the administration, as soon as possible, any incidents of this nature. Verbal and written reports are required from the reporting teacher.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the discipline actions set out in applicable school policies and administrative regulations.

Documentation shall not be maintained if the harassment, intimidation, or bullying is not proven.

Knowingly submitting a false report shall subject the student to disciplinary action up to and including suspension or expulsion.

## SUSPENSION / 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/guardians will also be notified in writing of the reason for suspension and the period during which the suspension will be in effect. The parents/guardians may contact CAS administration if they have any questions regarding the incident.

## APPEAL PROCESS FOR STUDENTS

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 or Assistant Principal) as a mediator. Conferences should be scheduled with the Principal if further efforts are needed to help resolve disputes. 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.

## 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. Written permission must be provided by the parent/guardian for school personnel to administer the medication to the student.
2. Prescription medication must come to the school office in the original prescription container as labeled by the pharmacist. Written directions from the doctor or pharmacist must state the name of the patient, name of the medication, dosage, and the time it is to be administered.
3. Over-the-counter medication must come to the school office in the original manufacturer's packaging with directions, dosages, and compound contents clearly marked.
4. All medications are to be brought in by the parent/guardian and handed directly to school office personnel. Medications will not be accepted from students, with the exception of students 18 years of age or older.
5. Under normal circumstances, students are not allowed to self-administer or carry medication at school. Under exceptional conditions, and when deemed necessary by a physician, the site administrator will consider an unusual circumstance on a case-by-case basis.
6. All medications will be kept in a locked cabinet in the CAS Office.
7. 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.

## 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 returned 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 headphones must 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 result in a referral to Administration. 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 that 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 call the Elementary/Middle School phone number at (520) 439-3518.

## TELEPHONE POLICY

In order to better serve students and maintain an academically-centered environment, the following phone policy will be used:

- Parents/guardians may call the school office to contact students during the school day, when the need arises, and the student will be notified immediately.
- The school 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.

Parents who need to get a message to their child are required to call the Elementary/Middle School phone number at (520) 439-3518.

## 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. Visitors of any age will not be permitted to visit

with students at school or on the athletic field, including at lunchtime, or during drop-off or pick-up time. Adult visitors must obtain a "Visitor's Pass" from the school's front office before proceeding into any school building, or they may be charged with trespassing. Parents are welcome to attend class with their child, but must obtain permission from the Principal and the teacher prior to their visit.

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

- If the student has someone picking him/her up, that person must drive onto our campus. No parking or waiting on the street.
- Students must leave the campus. They cannot wait at the front gate or within a perimeter of 100 yards from the gate.
- Students who are not immediately picked up from school must report to CAS Care within ten (10) 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, white, 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 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, cargo pants/shorts, jean shorts, khaki shorts, and skirts of an appropriate length. All pants/shorts/skirts must fit appropriately and be worn at waist level. Form-fitting bottoms, such as leggings or yoga pants, are not permitted unless they are worn as an accessory under skirts or shorts. Sweatpants, basketball shorts, or other athletic wear may not be worn. 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.

### **Outerwear**

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/jackets or any item worn over the polo shirt. Sweatshirts and hoodies are not permitted. Jacket hoods may not be worn inside of the building due to security concerns.

## **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.

## **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, hairnets, rags, gloves, biker wallets, or other decorations with gang-related symbols, signs, or colors.
- Any clothing directly related to "gang" and or "drug cultures."
- Clothing that depicts illegal actions; advertises substances such as alcohol, cigarettes, or drugs; utilizes a double play on words, obscenities, or profanity; or is suggestive in any way.

Students appearing on school grounds in violation of the dress code policy will be counseled and may be asked to change into appropriate clothing. For the first offense, the parents will be notified and the student will remain in class so long as the clothing is not disruptive to class learning. On the occasion that the clothing is disruptive to class, the student will be removed from the classroom and the parents will be required to bring a change of clothes for the student. After the second offense, the parents and student will have a conference with the Administration. Following the third offense, the parents will be notified and the student will be given 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 Administration.

# **COMPUTER USAGE POLICIES AND PROCEDURES**

## **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 *Technology Usage Agreement* 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. 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 Internet at CAS is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

### **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 public 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 other students.
- 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.

### **Service**

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 Account Information**

The network 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. Internet 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 a Technology Usage Agreement 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 at all times.

- 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).
- Do not park or idle along campus thru streets, as it blocks access to the schools and creates a safety hazard.
- 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 during school release times.

## PERMISSION FOR VIDEOS

When CAS staff members plan to show a G or PG 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.

**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 should consist of food with nutritional value. Any open food containers carried onto campus will be confiscated by staff. This includes take-out food and drinks. 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. All food brought in for such events must be store bought and not prepared at home, as required by law. 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, evacuations, shelter in place drills, and emergency response drills may be conducted periodically. Detailed escape plans are posted near the door of each classroom.

All CAS staff receives training in ALICE protocols for active shooter situations. ALICE is the preferred preparedness training of many law enforcement agencies and school districts, and stands for Alert, Lockdown, Inform, Counter, and Evacuate.

## SEARCHES

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

## 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 asked 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 in 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 the property and, in the case of a student or staff member, the violator's suspension or expulsion or any other appropriate disciplinary action. The 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, those laid out in: 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 appropriate.

## LOST AND FOUND

Center for Academic Success is not and cannot be held responsible for lost or stolen items. If a student finds a lost item, please turn it in to the school office as soon as possible. In the event that a student loses something of value, please check with the school office to see if it has been turned in to lost and found. All unclaimed lost and found items will be donated to a charitable organization at the end of the school year.

## ARIZONA TAX CREDIT

ARS §43-1089 allows individual tax payers to receive a tax credit up to \$200 for an individual and \$400 for married filing jointly for fees paid directly to school districts in Arizona for support of extracurricular activities. Generally, all educational or recreational activities that are optional, non-credit, and supplement the educational program of the school are considered to be extracurricular activities. See the school office for an Arizona Tax Credit donation form.

## HANDBOOK QUESTIONS

Students desiring clarification about a handbook policy or rules 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. 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 Executive Director. Ultimately, if no resolution can be found and families find they cannot support policies in the CAS handbook, they may withdraw their students.

## GLOSSARY

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 at 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.

**Center for Academic Success 2018-19 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: \_\_\_\_\_

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**Office Use Only**

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

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