

**2020-2021**



**High School  
Student-Parent Handbook**

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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

Grades 9 – 12

9:00 a.m. – 3:30 p.m.

**PLEASE NOTE:** CAS High 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 High School building for pick up no later than 12:15 p.m. See current school calendar for Early Release dates.

## CAS CARE & CAS CLUBS

**(Center for Academic Success Before & After School Program)**

CAS Care provides free extended hours of academic enrichment for all high school students from **7:00-8:00 a.m.** and **3:30-5:30 p.m.** We provide a safe, friendly environment for homework help, tutoring, and academic enrichment clubs, such as, Math Help, Solar Go-Karts, Underwater Robotics, Cyber Patriots, Maker Space, and more.

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.

**Incomplete** = **I** student has until the end of the following quarter to complete classwork. If it is not completed by the quarter term, an "I" letter grade will turn to an "F" letter grade.

## PROGRESS REPORTS / 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.

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 GRADUATION

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

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
<hr/>	
Total	22 credits

## 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 an “F” happen in the 4<sup>th</sup> quarter, then the student may be required to attend summer school in order to recoup the credit.

## 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.



## 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 by 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.

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 the bell for any class. 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 may result in disciplinary action (ARS 15-841).

## DISCIPLINE POLICY

The 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.

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 may 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.

## STUDENT CODE OF CONDUCT

### Purpose

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, or out-of-school suspension.

This Student Code of Conduct and Student handbook has been adopted by, and developed with, the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended.

Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.

**Please note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

## **School District Authority and Jurisdiction**

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school;
2. While the student is in attendance at any school-related activity, regardless of time or location;
3. For any school-related misconduct, regardless of time or location;
4. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
5. When criminal mischief is committed on or off school property or at a school-related event;
6. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
7. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to search a student's belongings or person when there is reasonable cause to believe it contains articles or materials prohibited by the district.

### **Reporting Crimes**

School administrators shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

### **Standards for Student Conduct**

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.

- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

## **General Conduct Violations**

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most severe offenses. In the subsequent Sections on out-of-school suspension, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in removal from the regular education setting as detailed in that section.

### **Disregard for Authority**

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

### **Mistreatment of Others**

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle.
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, harassment, or making hit lists. (See glossary for definitions.)
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
- Engage in conduct that constitutes dating violence. (See glossary.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

## **Property Offenses**

Students shall not:

- Damage or vandalize property owned by others.
- Deface or damage school property—including textbooks, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft.

## **Possession of Prohibited Items**

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

## **Illegal, Prescription, and Over-the-Counter Drugs**

Students shall not:

- Possess or sell seeds or pieces of marijuana.
- Possess, use, give, or sell paraphernalia related to any prohibited substance.
- Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event.
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.



## **Misuse of Technology Resources and the Internet**

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees, or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or websites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

## **Safety Transgressions**

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of other students, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

## **Miscellaneous Offenses**

Students shall not:

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.

- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

## **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a minor referral or a formal removal.

### **Positive Behavioral Interventions and Supports (PBIS)**

CAS utilizes a *Positive Behavioral Interventions and Supports (PBIS)* system for monitoring student behavior. In this system, students are rewarded for exhibiting good behaviors with points that periodically can be used to purchase items in the CAS PBIS store. Negative behaviors (such as the use of foul language, tardies, dress code violations, cell phone policy violations, etc.) are issued PBIS minor referrals. If a student accumulates five minor referrals, he/she will be assigned a corrective course of action commensurate with the type(s) of infractions. Minor referral disciplinary actions purposefully are designed to be 1) Corrective, 2) Reflective, 3) Appropriately Punitive. Failure to comply will result in more severe disciplinary actions. A student receiving a major referral (ex: fighting, vandalism, drug/tobacco violations, etc.) will face immediate disciplinary action.

### **Formal Removal**

A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher may also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

## **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.

**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.

## 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.

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 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.

## 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 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 Vice 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.

## 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.

Students who lack documentary proof of immunization will not attend school.

## 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 only allowed during the school day during the following times: Before School, during lunch, after school, and during the 5 minutes of transition time between classes. Cell phone use during class is at the discretion of the individual teachers (for example, to use as a research tool). Note: The privilege of cell phone use at CAS may be revoked at any time.

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 High School phone number at (520) 439-3500.

## 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 High School phone number at (520) 439-3500.

## 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 in and sign out the student from the front office if picking up the student.

Visitors of any age will not be permitted to visit with students during school hours, 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 leave campus may not return within the same day.
- 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

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 undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, and bare midriffs (showing the stomach) are prohibited. Skirts or shorts shorter than 4-inches above the top of the knee are prohibited. Swimwear, pajamas, nightgowns, and blankets are not appropriate school wear.
- Pants with holes, rips, or tears that are more than 4-inches above the top of the knee are prohibited.
- Clothing or accessories that advertise such substances as alcohol, cigarettes, drugs, or utilizes double play on words, obscenities, profanity, is gang-related, or is suggestive in any way are prohibited.
- Clothing or accessories that depict illegal actions or use of fire-arms may not be worn.
- Trench coats are prohibited.
- 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).
- Shoes must be worn at all times.
- All tops must have a minimum of two fingers-width of material over the shoulder and must conceal undergarments. Sleeve openings can hang no more than 2-inches below the armpit.
- Hooded sweatshirts and jackets must be worn with hoods down.
- Exposed lanyards and chains hanging from the waist area are prohibited.

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

### **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.

## **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 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

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

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

- Enter and leave through the front doors. The rear doors are for emergency use and school activities only.
- Exercise caution when driving onto the parking lot to prevent accidents.
- 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.
- Park in the designated student parking areas on the south side of the high school. Student cars parked anywhere else on campus are subject to towing.
- 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.
- Students may not provide transportation for fellow students during the lunch period or other break times during the school day.

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

When CAS staff members plan to show a G, PG, or PG-13 movie, no permission slip is required. However, for a 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.

## FOOD AND DRINK

Breakfast and lunch will be provided to students throughout the school year.

**Outside food and drinks are prohibited on school grounds.** 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. 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 pursuant to title 41, chapter 6 for the maintenance of public order on all property of any educational institution under its jurisdiction that 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, 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, 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.

## STUDENT ADVISORS

Student advisors provide students 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 student advisors 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, student advisors are available to assist. Student advisors 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).

## 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:

**ABUSE**—Improper or excessive use.

**ARSON**—A crime that involves starting a fire or causing an explosion with intent to destroy or damage:

- a. Any vegetation, fence, or structure on open-space land; or
- b. Any building, habitation, or vehicle.

**ASSAULT**—Intentionally, knowingly, or recklessly causing bodily injury to another.

**BULLYING**—When a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district, and a school’s administration determines that the behavior:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student’s education or substantially disrupts the operation of a school.

**CHEMICAL DISPENSING DEVICE**—A device designed, made or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**CLUB** (as in a weapon)—An instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in this category.

**CYBERBULLYING**—The use of any electronic communication device to engage in bullying or intimidation.

**DATING VIOLENCE**—Occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating



violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

**DEADLY CONDUCT**—Occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building or vehicle.

**DISCRETIONARY**—Means that something is left to or regulated by a local decision maker.

**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.

**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.

**EXPLOSIVE WEAPON**—Any explosive or incendiary bomb, grenade rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**FALSE ALARM OR REPORT**—Occurs when a person knowingly initiates, communicates, or circulates a report of a present, past or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or

3. Prevent or interrupt the occupation of building, room, or place of assembly.

**FIREARM SILENCER**—Any device designed, made, or adapted to muffle the report of a firearm.

**GRAFFITI**—Markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**HARASSMENT**—Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student’s physical or emotional health or safety.

**HAZING**—An intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**MANDATORY**—Something that is obligatory or required because of an authority.

**PARAPHERNALIA**—Devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

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

**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.

**POSSESSION**—To have an item on one's person or in one's personal property, including but not limited to, clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to, an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any other school property used by the student, including but not limited to a locker or desk.

**REASONABLE BELIEF**—A determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**SELF-DEFENSE**—The use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**SERIOUS OR PERSISTENT MISBEHAVIOR**—Includes but is not limited to:

- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion, meaning the gaining of money or other property by force or threat;
- Conduct that constitutes coercion;
- Conduct that constitutes the offence of:
  - a) Public lewdness
  - b) Indecent exposure
  - c) Criminal mischief
  - d) Harassment
- Actions or demonstrations that substantially disrupt or materially interfere with school activities;
- Refusal to attempt or complete school work as assigned;
- Insubordination;
- Profanity, vulgar language, or obscene gestures;
- Leaving school grounds without permission;
- Falsification of records, passes, or other school-related documents; or
- Refusal to accept discipline assigned by the teacher or principal.

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

**SWITCHBLADE**—Any knife with a blade that folds, closes or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force. The term does not include a

knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

**TERRORISTIC THREAT**—A threat of violence to any person or property with intent to:

- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building, room, place of assembly, or place to which the public has access; place of employment or occupation; automobile, or other form of conveyance; or other public place; or
- Place the public or substantial group of the public in fear of serious bodily injury.

**UNDER THE INFLUENCE**—Lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**USE**—Voluntarily introducing into one's body, by any means, a prohibited substance.

**ZIP GUN**—A device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

**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: \_\_\_\_\_