



Center for Academic Success
K-8
Permission to Pick-Up Student Cont'd

Student's Name: _____

Teacher: _____ Grade: _____

7.) Name: _____

Phone Number: _____ Relation: _____

8.) Name: _____

Phone Number: _____ Relation: _____

9.) Name: _____

Phone Number: _____ Relation: _____

10.) Name: _____

Phone Number: _____ Relation: _____

11.) Name: _____

Phone Number: _____ Relation: _____

12.) Name: _____

Phone Number: _____ Relation: _____

13.) Name: _____

Phone Number: _____ Relation: _____

14.) Name: _____

Phone Number: _____ Relation: _____

Parent/Guardian's Signature

Date



Arizona Department of Education

Office of English Language Acquisition Services

Home Language Survey

The responses to this Home Language Survey (HLS) are used by the school to provide the most appropriate instructional programs and services for the student. **The answers below will determine if a student will take the Arizona English Language Learner Assessment (AZELLA).** Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done **before** the student takes the AZELLA Placement Test.

1. What language do people speak in the home *most* of the time?

2. What language does the student speak *most* of the time?

3. What language did the student first speak or understand?

Student Name _____	District Student ID _____
Date of Birth _____	SSID _____
Parent/Guardian Signature _____	Date _____
District or Charter _____	
School _____	

Please provide a copy of the Home Language Survey to the EL Coordinator/Main Contact on site. In AzEDS, please enter all three HLS responses.

These HLS questions are in compliance with Arizona Administrative Code (R7-2-306(B)(1),(2)(a-c)). (Revised 01-2020)



Center for Academic Success
K-8
McKinney-Vento Policy

Date Student Name Grade

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) is included in No Child Left Behind as Title X-C. The 2002 Reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non-homeless peers.

The Center for Academic Success (hereinafter known as CAS) complies fully with the letter and spirit of the McKinney-Vento Homeless Act.

- CAS will ensure that educational programs for homeless children are administered in a nondiscriminatory manner.
CAS will not segregate homeless children in a separate school program within a school, based on homelessness alone.
CAS will immediately enroll homeless students if ever the students are unable to produce the records normally required by non-homeless students for enrollment and will provide transportation to and from school.
CAS has a designated Homeless Liaison to ensure that homeless students are identified and their needs are being met.
The Homeless Liaison will also be responsible for training of school personnel in the requirements of McKinney-Vento with respect to identification and the provision of equal access to educational programs of homeless children.

DISPUTE RESOLUTION

If a dispute regarding a homeless child or youth arises, that homeless child or youth will be allowed to enroll/remain enrolled in the school of his/her or his/her parent or guardian's choice until such dispute has been resolved. Disputes arising under the McKinney-Vento Homeless Assistance Act shall be brought before the CAS Superintendent for resolution.

DEFINITION OF "HOMELESS STUDENT"

A "homeless student" is defined as a student who lacks a primary residence that is fixed, regular, and adequate. Children and youth who:

are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;

- are living in motels, hotels, trailer parks, or camp grounds due to lack of alternative adequate accommodations;
are living in emergency or transitional shelters or are abandoned in hospitals;
are awaiting foster care placement;
have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
are migratory children who qualify as homeless.

Parent/Legal Guardian Signature Date



Center for Academic Success
K-8
McKinney-Vento Residency Questionnaire

Name of Student:
Name of Parent/Legal Guardian(s):
Mailing Address:
City: State: Zip:

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to the residency information help determine the services the student may be eligible to receive. This information is confidential and will be for District use only.

Residency Information

- 1. Is your current address a temporary living arrangement?
2. Is this temporary living arrangement due to a loss of housing or hardship?

If you answered "yes" to questions 1 & 2, please check the appropriate answer for Question #3. If you answered "no" to either question 1 or question 2, please proceed to the next box.

3. Where is the student presently living?

- In a motel/hotel
With more than one family in a house or apartment
In a shelter
Other
In a place not designed for ordinary sleeping accommodations (i.e. car, park, campsite)

Unaccompanied Youth

- 1. Are you a student not living with your parent/guardian?

Foster Placement

- 1. Is student living in foster care?

Parent/Legal Guardian Signature Date

FOR SCHOOL PERSONNEL USE ONLY

I certify that the above named student qualifies for the Child Nutrition Program under the Provisions of the McKinney-Vento Act.

Acknowledgement

State of Arizona

County of _____

The foregoing was acknowledged before me this ___ day of _____, 20 ,

By _____

My Commission Expires:

Notary Public



Center for Academic Success
K-8
Technology Use Agreement

The Internet and other technologies will be used to support the educational objectives of CAS. Our goal in providing these diverse and unique resources to teachers and students is to promote educational excellence in our school by facilitating resources sharing, innovation, and communication. Use of these new technologies is a privilege, not a right, and is subject to a variety of terms and conditions.

Center for Academic Success Technology Plan- Acceptable Use Policy Agreement

- 1. Supervision - I will not use any technology without the expressed permission and supervision of a member of the CAS faculty and staff.
2. Language - I will only use appropriate language. I will always be mindful that I am a representative of our school. What I say and do can be viewed globally.
3. Etiquette - I will be polite. I will not send, or encourage others to send abusive messages.
4. Vandalism - I will not use technology to practice vandalism. Vandalism includes any malicious attempt to harm or destroy the property, including data, of any user or system on the Internet.
5. Privacy - I will not reveal any passwords, home addresses, or personal phone numbers. I will not electronically publish or distribute pictures of others or myself without permission. I will not electronically publish or distribute any materials I have created or those of others without appropriate permission.
6. Trespassing - I will not attempt to access systems, directories, or files without authorization.
7. E-Mail - I understand that electronic mail to and from CAS is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.
8. Problems - I will report any problems which I become aware of, as well as any abuses directed to me to an appropriate faculty or staff member.
9. Help - I will ask for help when I feel I need assistance.
10. Misuse - I agree to report any misuse of the system. Misuse can come in many forms, but include any messages sent or received that contain or suggest: pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

For the Student

I understand and agree to abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account(s), or even legal action.

Student's Name (Please Print): _____

Student's Signature: _____ Date: _____

For the Parent or Guardian

As the parent or guardian of this student, I have read this contract and understand that the Center for Academic Success (CAS) use of telecommunication technologies is designed for educational purposes. I understand that it is impossible for CAS to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network. I also agree to report any misuse of the system to the school administration. Misuse can come in many forms, including any messages sent or received in many forms., including any messages sent or received that contain or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

*I accept full responsibility if and when my child's use is not in a school setting. I certify that the information contained on this form is correct.

Parent or Guardian's Signature

Date



Center for Academic Success K-8 Dress Code Policy

Date _____ Student Name _____ Grade _____

All students enrolled at the Center for Academic Success Elementary and Middle School (K-8) are expected to conform to the uniform dress code. This uniform consists of the below:

- **Red, white or navy blue SOLID COLOR polo shirts for tops (NO STRIPES).**
- **Khaki or denim shorts, pants or skirts for bottom attire of appropriate length.**
- **All articles of clothing MUST be in good condition. NO HOLES, frays, rips or cutoff clothing permitted.**

Additional Dress Standards:

The following attire guidelines shall apply to all regular school activities:

- Clothes shall conceal underwear at all times. See-through or fishnet fabrics, halter tops, off –the- shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are PROHIBITED.
- Swimwear, pajamas, nightgowns and oversized clothing are not appropriate school wear.
- No head coverings inside the buildings.
- No clothing with drug/tobacco/alcohol slogans or symbols of weapons, alcohol, drugs, sexual innuendoes.
- Sagging pants, excessively long skirts or long belts are not allowed
- No slippers or pajamas. OPEN TOED SHOES MAY NOT BE WORN DURING SCHOOL.
- NO SWEAT PANTS OR ATHLETIC WEAR.
- STUDENTS MAY WEAR JACKETS OVER THEIR UNIFORM POLO. ONCE INSIDE THE CLASSROOM, STUDENTS SHALL REMOVE COATS, SWEATSHIRTS/ JACKETS.
- Hooded sweatshirts and jackets with a front zipper are acceptable, but hoods may not be worn inside the building. Sweatshirts MUST be in school colors.
- **Cell phones are allowed, THEY MUST BE checked in at the Front Office.**

Students appearing on school grounds in violation of the DRESS CODE POLICY will be counseled and, as appropriate, **parents will be contacted and students will be ordered to change clothes and dress properly for school.** Students will remain at in-school suspension until they are dressed appropriately. Students will be counseled initially and a referral will be filed. A student with repeated offenses and willfully violates the DRESS CODE POLICY may be subject to suspension.

I have read and understand the DRESS CODE POLICY guidelines and will follow as outlined above.

Parent/Guardian’s Signature

Date

Student Signature

Date



**Center for Academic Success
K-8
Attendance and Tardy Policy**

Date _____ Student Name _____ Grade _____

Attendance Policy

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

Student’s attendance is ultimately the responsibility of the student and his/her family. Students should only be absent from school when absolutely necessary.

If your student plans to be absent from school, please contact the front office **before 9 a.m.** **A voice message may be left on our message machine before 8 a.m.** If parents know of absences ahead of time, please notify the school in a timely manner. An automated attendance reminder call will go out to all students that are marked with a non-excused absence.

After **three non-excused absences**, a conference with the student, parents/guardians will be held concerning attendance habits. A **doctor’s note will be required after three consecutive non-excused absences for readmission to school.** After **10 days of non-excused absences**, as mandated by the state, we are required to drop the student from our roster.

Vacations and out of town visitors are NOT valid reasons for absenteeism. Families are highly encouraged to schedule family vacations during fall, winter and spring break times. When this is not possible, parents/guardians should notify the school as soon as possible and at a **minimum of one full week** so arrangements can be made for the student.

Tardy Policy

School starts at 8:00 a.m. If your student arrives to school **AFTER 8:05 a.m.** they are considered tardy and **MUST BE SIGNED IN** by a parent / guardian at the front office. If late to school, your student will need to obtain a tardy slip from the front office to go to class. **Three tardies within ONE WEEK will result in disciplinary consequences which may include suspension (ARS 15-841).**

If your student is late due to a doctor’s appointment, please bring in a doctor’s note at sign-in. Arrival to school must be BEFORE 12 noon.

Student Signature

Date

Parent/Guardian’s Signature

Date



Center for Academic Success K-8

School Records Request

Request To:

The student below is currently enrolled at the Center for Academic Success Elementary/Middle School and has indicated last attendance at your school.

Please send the following:

- Official Transcripts
- Immunization Records
- Withdrawal Slip
- Special Education Records
- Other _____

Email Records To:
recordsK8@cpic-cas.org

Mail Records To:
Center for Academic Success – Elementary/Middle School
Attn: Registrar
900 Carmelita Drive
Sierra Vista, AZ 85635

Students Name	Birth Date	Grade

I hereby grant permission for all confidential, medical, psychological, and academic information including screening for A.R.S. 15-1013 relative to my child released to the Center for Academic Success and the appropriate school therein.

Parent/Guardian's Signature

Date



Parents Right-to-Know

(Teacher Qualifications • Not-Highly-Qualified Status)

Title I Section 1111 (h)(6)

(6) PARENTS RIGHT-TO-KNOW-

- (A) **QUALIFICATIONS-** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) **ADDITIONAL INFORMATION-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—
- (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
 - (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- (C) **FORMAT-** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

We are pleased to notify you that in accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, or should you have any questions, feel free to contact Mrs. Ridenhour or Mrs. Toepfer at 520-439-3500 or 520-439-3518 and she will be happy to assist you.