



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

## **Philosophy**

The policies and procedures in this handbook are the result of unified efforts on the part of students, faculty and administration. This information has been carefully prepared to help you adjust and become part of the school.

The ultimate purpose of education is:

1. To become a productive citizen in our democracy.
2. To become a responsible person.
3. To become academically successful.

**The Center for Academic Success** expects the following from all students:

1. To show respect to our teachers, staff, classmates and school.
2. To be honest and loyal.
3. To be neat and well dressed.
4. To attend school on a regular basis.
5. To be prepared for class with necessary materials.

## **Respect for School Personnel**

Any teacher, teacher aide or other school employee of Center for Academic Success has the right and the responsibility to correct and report any misbehavior.

### **Arizona Revised Statutes – 15-507 states**

**Any person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor.**

Violations of school rules are punishable by means of detention, out of school suspension, long term suspension, and removal from CAS enrollment.

## The Center for Academic Success General School Rules

1. All school personnel, school property, and fellow students are to be respected. Treat others as you would like to be treated. Show respect and courtesy to others.
2. Follow instructions the first time they are given.
3. No fighting, rough housing, or horseplay is allowed.
4. CAS is a closed campus. Parents are welcome at the school anytime, but must check in with the front office upon arrival.
5. Keep our school clean. Put your trash in the proper place, not on the ground.
6. Use of profanity is unacceptable at all times.

We at CAS have a zero tolerance policy against bullying and personal harassment of any kind, whether it is sexual or demeaning in nature or directed at a person's race religion, gender, height, or weight. Students are not allowed to persist in a behavior directed at another student which that student has made clear makes him/her uncomfortable. Students who violate this expectation are subject to disciplinary action including a verbal warning, suspension, or long-term suspension, depending upon severity, attitude, and previous disciplinary history.

CAS Elementary School is dedicated to providing a safe, nurturing atmosphere of respect that fosters the love of learning. An uplifting environment, in which student and teacher work together for learning, knowledge, and skills, occurs only under certain conditions. This environment requires respect, kindness, and consideration from all participants, who never forget that true education is a privilege and occurs only when individuals practice self-discipline, not dominance or defiance.

Students at CAS will be expected to comply with the following expectations:

1. **Expectation #1:** All students will respect and obey the law. Any **illegal** activity occurring during school hours, within the vicinity of the school, or while participating in any school activities/functions, will be met with zero tolerance.
2. **Expectation #2:** All students will respect the property of others. Theft, vandalism, or other mistreatment of property belonging to others will result in disciplinary consequences.

3. **Expectation #3:** All students will demonstrate respect for the ideas, beliefs, cultures, and individual differences of others. Disrespect of authority, fighting, obscene behavior, student provoking, instigating or generating conflict will result in disciplinary consequences.
4. **Expectation #4:** All students will respect the privilege of education. Disruptive behavior, failure to follow school rules, public display of affection or any form of academic misconduct will result in disciplinary consequences.

## **General Classroom Rules**

We believe that life-long success depends on self-discipline and hard work. As a result, we have developed a Classroom Discipline Plan that will be in effect in all classes in order to ensure the most positive learning environment possible. These rules are as follows:

1. Follow directions the first time they are given.
2. Raise your hand and be recognized before speaking.
3. Be prepared and on time each day.
4. Use only positive language.
5. Keep hands, feet and objects to yourself.
6. Follow the CAS School Rules.

## **Textbooks**

Students are responsible for any textbooks or library books they check out, have issued to them, or have use of during the school day. Students will be charged for lost or damaged books, and report cards and records will be held until payment is received.

## **Search and Seizure Policy**

The school reserves the right to search and inspect desks, parking lot and other school property, as well as the personal effects (book bags, backpacks, coats, purses, etc.) without notice to, or consent of, the student, and without a search warrant. If a search produces evidence that the student has violated, or is violating the law, local ordinance, or school policy, or the material may be considered to be harmful or dangerous, the evidence may be seized, may be used in disciplinary actions, and may be turned over to law enforcement authorities.

Due to the presence of state laws concerning the safety and well-being of children, this notice will also serve to inform students that they must have no expectation of privacy in their written work.

### **Do Not Bring the Following Items to School/Things to Leave at Home**

We ask students to be thoughtful of others both inside and outside of the school building. Items that might disrupt class or cause injuries are to be left at home:

1. Dangerous objects such as knives, lighters, firecrackers, matches, darts, martial arts objects, handcuffs, chains or any other object that might be considered dangerous.
2. Tobacco, drugs, alcohol, glue, any inhalant, colored markers, correction fluid (such as White Out), etc.
3. Toys, things that require batteries (Disc players, mp3 players, etc.), cameras, or any item of value (such as jewelry) – cell phones, electronic games, etc.
4. Make-up and other such grooming items.
5. Any other items which may be deemed disruptive to the educational process.

Parents might consider having their child leave the aforementioned items at home. Unacceptable items will be collected by the office and retained in the office for parental retrieval. **CAS will not be responsible for any items lost or stolen.**

Middle school students will not be permitted to bring backpacks and/or purses. If brought to school they will be turned in at the front office until the end of the day.

### **Dress Code**

**Students are expected to dress appropriately in clean, comfortable clothing that does not restrict them from participating fully in classroom or playground activities. Any clothing that would distract from a positive learning environment is not permitted at school.** This includes:

- No head coverings or headbands inside the buildings

- Clothing with drug/tobacco/alcohol slogans or symbols of weapons, alcohol, drugs, sexual innuendos, obscenities
- Sagging pants - excessively long skirts - long belts
- Slippers, pajamas

**Students at the Center for Academic Success Elementary/Middle School (K-8) will be expected to conform to a uniform dress code. This uniform code shall consist of red, white or blue polo shirts for tops, and khaki or denim shorts, pants or skirts for bottom attire.**

## **Discipline**

All minor disciplinary problems will be handled in the classroom by the teacher. Minor misbehaviors may include, but are not limited to, such things as chewing gum, talking out of turn, not following directions given by the teacher, not keeping hands, feet, and personal objects to oneself, disturbing others, violating dress code, not being prepared for class, not turning in assignments, or not putting forth academic effort. When minor misbehaviors begin to affect the learning environment, or the individual student appears unable or unwilling to correct his/her behavior when re-directed by the teacher, the misbehaving student will be written up on a **disciplinary referral** and referred to an administrator for disciplinary action.

## **School Hours**

School hours for CAS Elementary are from 8:00 A.M. to 2:30 P.M. Middle School hours are from 7:45 A.M. to 3:45 P.M. The before school program runs from 7:00 a.m. until 8:00 a.m. and the after school program runs from at 2:30 p.m. until 5:30 p.m.

## **Early Release Days**

Early release days are planned into our school schedule for two basic reasons: parent/teacher conferences and teacher in-service and training. Early release days are not “afternoons off” for the teachers. Rather, they are an important part of our commitment to providing the best education

possible for your children. CAS care will be available on early release days. Research indicates that well-trained, effective teachers are the single most important factor in students' achievement. Our teachers and teachers' aides are all "Highly Qualified" under "No Child Left Behind," the federal education law signed by President Bush in 2001. The qualifications of our instructional staff are kept on file in our office and are available for parents to examine during normal school hours.

## **Attendance**

Regular attendance is one of the most important factors determining success or failure in school. Daily attendance is the responsibility of the individual student and his/her parent or guardian. Teachers are willing to assist students who must miss school for legitimate reasons. However, teachers are not expected to devote extra time and effort to assist students who are not making an effort to attend. Students are expected to be in each class on time each day. After ten consecutive absences in one semester, **excused or unexcused**, the student may be dropped from the enrollment list.

## **Tardies**

The most effective class period begins on time. Students are expected to report to their class by 8:00 A.M. or 7:45 for Middle School students. Since we understand that rare, but occasional, unforeseen circumstances might make it necessary for parents to bring their children late, we are willing to accept one or two instances of tardiness. A student who continually arrives tardy will be referred to the dean of students for appropriate disciplinary action.

## **Leaving the School Grounds**

Students are not allowed to leave campus during school hours unless a parent/guardian signs them out in the school office.

## **Computer and Internet Usage Policies**

CAS Schools firmly believe in the educational value and applications of technology through computers and the Internet.

CAS Schools block the worst of known sites on the Internet. However, the Internet is growing at such a phenomenal rate that it is impossible for us to block all of the bad sites and/or content. If a student is determined, creative, and intent on accessing inappropriate sites, it may be possible for a student to do so.

Therefore, in order to use computers and/or the Internet at CAS Schools a student and his/her parent(s)/guardian(s) must agree to abide by the following:

1. I recognize and accept the responsibility for my actions and conduct on the Internet.
2. I will follow the same conduct outlined in the compliance of the expectations. Inappropriate behavior includes, but is not limited to, accessing, viewing, or distributing vulgar or demeaning language, images, or audio; hacking, damaging or altering software, data or hardware so as to harm or inconvenience others.
3. I understand that student use of e-mail, chat rooms, and news groups is prohibited.
4. I will be courteous and respectful of property, and people on the Internet.
5. I understand that CAS Schools ' computer and Internet resources will not be used for commercial purposes without prior written consent of CAS ' Governing Board.
6. I recognize that the use of the Internet and computers at CAS Schools is a privilege, not a right. Abuse or misuse of that privilege may result in a loss of that privilege of other academic or disciplinary action.
7. Violation of these policies will be cause for disciplinary action.

## **Health Services and Medication**

At CAS Elementary/Middle School, the Office Manager (Minnie Encinas) is on duty during normal school hours. We ask parents to complete an Emergency Medical Card for each of their children with a list of health problems and emergency contact information. Please inform the CAS Office if your address, home phone, business phone or emergency phone number changes during the school year.

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 is injured, you or your emergency contact will be called. Students who cannot return to class must be promptly picked up by the parent or designee. Please do not send your child to school with symptoms of illness such as fever, diarrhea, vomiting, rash or cough.

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

1. Whether a prescription drug or an over-the-counter drug, the medication must come in the original container.
2. Do not send medication to school with your child. All medications are to be brought in by the parent.
3. Parents must provide written direction (medical consent form) before school personnel can administer medications.
4. All medications will be kept in a locked cabinet in the CAS Office.

## **Lost and Found**

Lost and Found items are stored in the office for at least 30 days. When the Lost and Found becomes too full, we donate those items kept longer than 30 days to a charitable group. Please encourage your children to recover their lost items as soon as they realize they are missing.

## Notes



## Center for Academic Success

### Parent/Student Handbook Verification Form

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

Parent name printed \_\_\_\_\_

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

Student name printed \_\_\_\_\_

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

### Office Use Only

Administration Clearance \_\_\_\_\_  
Signature and Date

Registrar Clearance \_\_\_\_\_  
Initials and Date

