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CENTRAL ARIZONA VALLEY INSTITUTE OF TECHNOLOGY

1789 W. Coolidge Avenue ~ Coolidge, AZ 85128 Phone: (520) 423-1944 ~ FAX: (520) 423-1822 www.cavitschools.org

MISSION STATEMENT

The Central Arizona Valley Institute of Technology provides Career and Technology Education opportunities for students to become members of a competitive workforce.

SCHOOL HOURS

7:00a.m. - 3:00p.m.

A MESSAGE FROM THE SUPERINTENDENT

Welcome to CAVIT! The fact that you are enrolled at CAVIT means you are preparing for an occupation or field of work. This is an important start for you in preparing to earn a living. During your time here, you need to develop the knowledge, skills, work habits, attitudes, and personality traits that will enable you to secure employment and be successful in your chosen occupation. Our faculty and staff stand ready to assist you in any way they can. Our teachers have all had successful work experience in the occupations they are teaching and will share this information and experience with you. We hope you will work closely with your instructor and help him/her to help you. Our staff is proud of the facilities and up-to-date equipment that we have here at CAVIT.

We try to have a minimum of rules here. However, if we are to have an excellent learning environment, we must have some regulations and responsibilities for everyone. This handbook outlines student responsibilities and the school operating policies. If you have any questions, feel free to contact your instructor or the office staff. We sincerely hope that you have a successful school year.

Mike Glover, Superintendent

CAVIT Non-Discrimination Policy – CAVIT is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, disability, sexual orientation, gender identity or expression, or marital status. Unless expressly superseded by controlling federal or state statutes, regulations or court decisions, this policy will prevail in all matters concerning staff members, students, the public, educational programs and services and individuals with whom the CAVIT District does business. Prohibited Discrimination: in addition, Section 504 of the rehabilitation Act (29 U.S.C. 794, et seq.) requires, and it is the policy of the District, that otherwise qualified handicapped persons must not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination solely on the basis of handicap, under any district program or activity, that receives federal financial assistance. The District expressly prohibits all such unlawful discrimination by its agents and employees.

Direct questions to: Mike Glover, Superintendent, 1789 W. Coolidge Avenue, Coolidge, AZ 85128 - Phone (520) 423-2991.

FRONT OFFICE STAFF DIRECTORY

Attendance Office - Ms. Veronica Romero (520) 423-1944

After Hours Attendance Reporting Line (520) 423-2995

Superintendent's Office - Mr. Mike Glover (520) 423-2991

Coordinator's Office - Ms. Michelle Martinez (520) 426-3499

GOVERNING BOARD

Mr. Marty Baca, Representing Coolidge
Mr. Art Celaya, Representing Florence
Ms. Mary Duarte, Representing Eloy
Ms. Alma Farrell, Representing Maricopa
Ms. Linda Good, Representing Casa Grande

The Governing Board of CAVIT convenes the first Wednesday of each month for its regular meetings. Meetings are held at 10:00a.m. in the multipurpose room.

INTRODUCTION

On November 7, 2000, voters in five school districts - Casa Grande Union High School, Coolidge Unified, Florence Unified, Maricopa Unified and Santa Cruz Valley Union High School - approved the taxation necessary to form a Joint Technological Education District (JTED).

CAVIT has built, in partnership with the City of Coolidge, the second comprehensive JTED in the state of Arizona and the first in Pinal County. CAVIT students take their academic subjects at their home schools and are then transported by their schools to CAVIT.

Currently, nine programs are available for junior and senior high school students: Aesthetics, Cosmetology, Dental Assistant, Fire Science, Law Enforcement, Massage Therapy, Medical Assistant, Nursing Assistant, and Veterinary Assistant.

PURPOSE OF THIS HANDBOOK

In addition to outlining student rights, this handbook contains most of the rules, regulations, and expectations governing student behavior and conduct at CAVIT. All information provided in the Handbook is based on CAVIT Governing Board approved policies. Complete policies are available at the District Office.

CAVIT strives for high standards of scholarship and conduct. To maintain these standards, CAVIT must provide the best possible atmosphere for learning. There should be unity of spirit, teamwork and cooperation. The welfare of the entire student body is of the greatest concern, not the welfare of a particular group. You, as a student, should have a positive and cooperative attitude and strive to make CAVIT the best from which to receive career and technical education training.

CLASS SCHEDULES

Morning Session: 7:15 - 9:15a.m.

Mid-Morning Session: 9:55 -11:55a.m.

Afternoon Session: 12:30 - 2:30p.m.

Cosmetology Session (school year): 12:30 - 5:00p.m. Cosmetology Session (summer): 8:00a.m. - 5:00p.m.

When you arrive at CAVIT, you should go directly to your class to check in and change into your uniform in the restroom. You are expected to stay in your classroom until class ends. Visiting with students in other classes and/or going to the parking lot are not allowed. If for any reason you need to leave, request permission from your teacher and notify the attendance office prior to leaving the campus. It is very important that the school know where students are during the time that they are assigned to CAVIT.

SCHOOL HOLIDAYS/TEACHER IN-SERVICE DAYS

Because students who attend CAVIT come from multiple school districts, CAVIT students are expected to follow the CAVIT calendar which may differ from their home school. CAVIT maintains high expectations for attendance. Students must attend school every CAVIT attendance day.

- July 4, 2012-Independence Day
- August 24, 2012-Teacher Inservice No School
- September 3, 2012-Labor Day
- September 21, 2012-Teacher Inservice No School
- October 8-12, 2012-Fall Break
- November 2, 2012-Teacher Inservice No School
- November 12, 2012-Veteran's Day
- November 21-23, 2012-Thanksgiving Break
- December 24, 2012-January 4, 2013-Winter Break
- January 21, 2013-Martin Luther King, Jr. Day
- February 1, 2013-Teacher Inservice No School
- February 18, 2013-President's Day
- March 18-22, 2013-Spring Break
- March 29-April 1, 2013 In Lieu of Days
- April 12, 2013-Teacher Inservice No School
- May 23, 2013-Last Day of Classes
- May 27, 2013-Memorial Day

ACCREDITATION

CAVIT School is accredited through AdvancED organization.

PROGRAM APPROVALS

The following programs have training school approval status from the following state/national agencies:

- Aesthetics and Cosmetology-Arizona State Board of Cosmetology
- Dental Assistant-Pending with Dental Assistant National Board
- Fire Science-Arizona Fire Marshall's Office
- Massage Therapy-Arizona Massage Therapy Board
- Nursing Assistant-Arizona DES (Direct Care Worker year one course) and Arizona Board of Nursing (Nursing Assistant year two course)

STUDENT RIGHTS

- 1. The right to be treated with respect and courtesy.
- 2. The right to be safe from bodily injury in the buildings, on the school grounds and at school sponsored activities.
- 3. The right to use school books, materials, and equipment, which are in good condition.
- 4. The right to study and learn in an environment, which is neat, clean and quiet.
- 5. The right to obtain the best possible education.
- 6. The right to learn in a drug and weapon free environment.

TAX CREDIT INFORMATION

Tax Credit is a portion of state income tax that may be paid directly to CAVIT rather than to the Arizona Department of Revenue. In turn, CAVIT is bound to spend the tax credit monies for extra-curricular student activities, of your choosing. Tax credit for single taxpayers or heads of households cannot exceed \$200.00; for married taxpayers that file a joint return the tax credit cannot exceed \$400.00. If married, taxpayers file separate returns, each spouse may claim one-half of the credit that would have been allowed on a joint return. School Tax Credit is available to individuals only. Visit the District Office to complete the process. Additional information can be found at www.cavitschools.org.

DIRECTORY INFORMATION

During the school year, district staff members may compile non-confidential student directory information, which includes the following: student's name, address, telephone listing, date of birth, dates of attendance, field of career training, awards received, participation in student leadership youth organizations and the current high school attending.

State and Federal law requires the District to provide access of the directory information to persons or organizations who inform students of educational or occupational opportunities, including military recruiting representatives. If you do not object, in writing, then the District may provide military recruiters, upon request, student contact information, i.e. name, addresses and telephone listing. Please be aware that should you object to directory information being disclosed, this could, in fact, cause your son/daughter to be excluded from certain publications, which include, but are not limited to the various newspapers, as well as, scholarship information, college contacts, etc.

If you do *not* want any of the information to be released, your must complete the specified form and return it to the Superintendent's office within (2) weeks of receiving the form. If the District does not receive this notification from the parent/guardian within the prescribed time, it will be assumed that your permission is given to release the student's designated directory information.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

It is very important that all students notify the attendance office (520) 423-1944 immediately of any change of address or telephone number. Every student must have valid, up-to-date contact information on file.

ACCESS TO THE INTERNET, TELECOMMUNICATIONS AND NETWORKED INFORMATION RESOURCES

The district computer network and other technology is provided for students in support of learning, research and the educational goals of the District. Access to network services is given to students who agree to act in a considerate and responsible manner. Signatures are required from both parent and student on the Student Technology User Agreement form.

Anyone who misuses, abuses, or chooses not to follow the computer and other technology guidelines and procedures will be denied access and may be subject to disciplinary action. Parents will be notified immediately.

CAVIT does not assume liability for information retrieved via computers and other technology, nor does it assume any liability for any information lost, damaged or unavailable due to technical or other difficulties.

PROCEDURE FOR NOTIFICATION OF SCHOOL CLOSING IN EVENT OF INCLEMENT WEATHER OR OTHER EMERGENCY

If the Superintendent decides to cancel classes for the day due to an emergency, students' home school and police will be notified and asked to assist in disseminating the information. Should an event arise necessitating the need for parents to pick up their child, school personnel will direct parents to the off-site location in which to accomplish this task.

RECORDS INFORMATION

The Family Educational Rights and Privacy Act of 1974 provides for a parent's right to inspect, review, and seek correction of a student's educational records. Parents also have the right to file a complaint against the school if they feel that the school has failed to comply with district policy concerning student records.

EQUAL EDUCATIONAL OPPORTUNITIES

Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. (Complaint forms can be obtained from the Superintendent's office.) Maintaining confidentiality to the extent reasonably possible, the Superintendent shall investigate and make a determination and/or recommendation as soon as possible.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Procedures have been established whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

Complaints/grievances shall be made directly to the Superintendent within 30 days of the time the student knew or should have known that their grounds for the complaint/grievance.

PARENT INVOLVEMENT POLICY

CAVIT welcomes parental involvement in their student's education. Cooperation between parents and school staff in areas such as homework, attendance, and discipline is extremely important to a child's academic success.

Parents are encouraged to learn about the career and technology education program for their student and review the learning materials. Should there be an objection to any activity or learning material on the basis that is harmful, procedures have been established for parents to seek alternative accommodation.

Objection to learning material or an activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion.

CRISIS/EMERGENCY PLAN

CAVIT has an emergency/crisis plan to respond to unforeseen events. The plan includes responses to a variety of scenarios along with lockdown and evacuation procedures. In addition, the plan is updated annually by the school and followed up with training for staff members. CAVIT's emergency plan is available for review upon request to the superintendent.

REPORTING CHILD ABUSE

By state law, school employees must report suspected cases of child abuse to Child Protective Services and local law enforcement agencies. Individuals required to report suspected abuse are protected by state law from civil or criminal liability. The Superintendent serves as the school's coordinator for processing suspected cases of child abuse.

INTERVIEWS WITH LAW ENFORCEMENT OFFICERS

In cases where students are interviewed for criminal investigations by law enforcement officers, the superintendent shall make reasonable efforts to notify the student's parent of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation. If the law enforcement officer refuses to allow notification prior to the student interview, either the officer or a school representative will notify the student's parent within a reasonable amount of time after the interview. If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. A school representative will make reasonable efforts to notify the parent when a student is arrested or taken into temporary custody.

INSURANCE

Insurance is available for all students who wish to pay for the policy. Further information may be obtained from any home school's main office.

ACADEMIC INFORMATION

GRADES

The grading scale consists of:

Α	Exceeds skill requirements	90%-100%
В	Meets & often exceeds skill requirements	80%-89%
С	Meets minimum skill requirements	70%-79%
F	Failure	69%-0%

Students must obtain an "A" or "B" grade each semester in the beginning course in order to enroll in advanced courses the following year. Students receiving a failing grade or "NC" (No Credit for excessive absences) for the fall semester will not be enrolled in the Spring Semester class.

PROGRESS REPORTS

Written reports to the parents concerning student achievement will be mailed to student homes every nine (9) weeks and additional written reports will be made when necessary concerning academic progress and discipline of students.

SCHOOL PUBLICATION

<u>CAVIT School Newsletter</u> – Administrative publication distributed quarterly via email to students and parents.

ACHIEVEMENT HONORS

<u>National Technical Honor Society (NTHS)</u> – The National Technical Honor Society provides recognition of students who achieved standards in academics, leadership, service, and character. Eligible students who have met the requirements will receive membership into NTHS. CAVIT has established the following standards for membership:

- Overall GPA of 3.25 or higher at the student's home school
- GPA for CAVIT classes 3.50 or higher
- Experience serving in CAVIT leadership positions
- Participation in HOSA or SkillsUSA local and state activities

<u>Student of the Month</u> - Presented to one student at a regular scheduled governing board meeting. Each teacher will nominate one student monthly for award consideration. A committee assembled by the superintendent will select the student winner. Criteria: Academic excellence, leadership, behavior, attendance, attitude towards others/learning, character, CTSO involvement.

Students will be given information about career and technical related scholarships throughout the year as announcements become available.

<u>Honor Roll</u> – All students with excellent attendance and grades are honored each semester. To be included on the *Superintendent's Honor Roll*, students must have zero unexcused absences for the semester and an "A" grade each semester in CAVIT class.

<u>Certificate of Program Completion</u> – Each student successfully completing a two-year program at CAVIT will receive a Certificate of Program Completion in the field of his/her training. This certificate will document the learning standards attained by the student. In order to receive the certificate, a student must maintain a "C" grade, satisfactory attendance, and must have the ability to perform entry-level skills in his/her chosen occupation.

<u>Dual Enrollment College Credit</u> – Students in the advanced programs are eligible to earn dual enrollment credit if the Central Arizona College (CAC) reading requirement is met prior to the first day of classes of the second year. All programs. except Aesthetics and Cosmetology, offer dual enrollment credit to advanced students.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

The following national student organizations have local chapters at CAVIT. You will receive detailed information on the chapter pertinent to your training program.

- *HOSA* Dental Assistant, Massage Therapy, Medical Assistant, Nursing Assistant and Veterinary Assistant programs
- **SkillsUSA** Aesthetics, Cosmetology, Fire Science and Law Enforcement programs

CAVIT has established a fine tradition of participation and achievement at regional, state, and national levels. You are encouraged to get involved and make whatever contributions you can. The chapter will provide you with the opportunity for personal and social development, leadership training, and job skill development.

ATTENDANCE

PROCEDURE TO CHECK A STUDENT OUT OF SCHOOL OR AUTHORIZING ANOTHER TO TAKE STUDENT OUT OF CLASS/SCHOOL

No student will be removed from school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parents or by a person who has legal custody of the student. Only those person/s whose names have been identified by the student's parents/guardians will be allowed to remove a student.

ATTENDANCE REQUIREMENTS

CAVIT's mission is to prepare students for competitive employment. Therefore, it is extremely important that CAVIT policy reflects the values and needs of our local employers, who overwhelmingly agree that attendance and punctuality are two of the most important qualities that we can teach our students. In an effort to meet this challenge, CAVIT uses the following policy:

According to Arizona law, students are expected to attend at least 90 percent of class time in order to receive credit. Loss of course credit can occur only if the student is absent more than nine (9) days in a semester. If a student is absent more than 9 days per semester, the student will lose credit for the course, be allowed to "audit" the class for the remainder of the semester and not allowed to continue in the course the following semester.

Absences due to chronic medical conditions, medical/dental appointments, court dates, funerals or court appointed visitations are not included in this total. Documentation from a professional (doctor, dentist, court or funeral paperwork) must be provided to CAVIT within 10 days of the absence. It is the student's responsibility to submit documentation to CAVIT.

Absences due to home school related activities (HSA) are not included in this total. An HSA form can be obtained from the front office. The HSA form must be completed and signed by a staff member or administrator at the home school at which the HSA occurred. It is the student's responsibility to submit documentation of HSA activities. CAVIT has the right to contact said staff member to verify the reason for the absence. Examples of HSA activities include field trips, AIMS testing, performing groups, assemblies, athletic events etc. An HSA must be verified by completing the HSA form, completed within 10 days of the absence.

Any absences not already reported by a parent or guardian will receive a phone call to the home number.

5th Absence-To prevent students from unknowingly losing credit, the Attendance Secretary will send a letter home at the fifth (5th) absence. It will state that if the student misses five (5) more days, the student will lose credit.

10th Absence-At the tenth (10th) absence, a letter will be sent home stating that the student has exceeded the absence guidelines and will receive no credit for the semester.

Pre-Arranged Absences: are absences arranged in advance. The student must obtain a form from the Attendance Office at least two days in advance of the absence. A note the parent stating the nature of the absence, the days (dates) the student will be absent and bearing the parent's signature shall be attached to the form. The form and the note will be carried to the teacher for his/her initials. The student must turn the form into the Attendance Office after the teacher has initialed it. The teacher will stipulate work to the student and the student is to complete and turn the work in before leaving on the pre-arranged absence. The teacher may allow tests to be taken or special projects to be complete after the student returns.

Tardies: Students accumulating three (3) tardies will be charged one (1) absence.

Out of School Absences: Students assigned out of school suspension by an administrator may receive up to 80% credit for missed assignments/tests/quizzes. Students assigned out of school suspension at their home school are not allowed to attend CAVIT during that time period.

Chronic Health Conditions: Should a student have a chronic health condition that affects his/her regular school attendance, which is identified by a licensed medical professional. CAVIT will provide appropriate educational opportunities for that student, according to school board policy. The Exclusion and Exemption form from school attendance as a result of a chronic health condition may be obtained from the Attendance Office.

ATTENDANCE RESPONSIBILITIES

Student Responsibilities:

- 1. Attend all classes as scheduled, be prompt, and avoid tardies.
- 2. Always report to class first, then ask the teacher for a pass if you need to leave for any reason.
- 3. Check out with the attendance office prior to leaving campus.
- 4. Have all absences excused by parents before returning to class.

Parent Responsibilities:

- 1. Call or send a note for each absence stating the nature of the absence.
- 2. Parents should not expect deviations from the CAVIT attendance policy.

School Responsibilities:

- 1. Notify the student in person when the student has reached his 3rd absence.
- 2. Notify the parents by mail when the student has reached his 5th absence in one semester. Parents will be informed of potential loss of high school credit.
- 3. Notify the student in person and parent by mail when the student has lost high school credit in CAVIT.

Written notice will be mailed to the student's home school when loss of credit determined. Students may address the CAVIT Governing Board to challenge this decision. Students will be allowed to remain in class for the remainder of the semester, but will not receive high school credit. Students will not receive a certificate of program completion nor be eligible to sit for industry examinations, if applicable.

PROCEDURE TO BE FOLLOWED WHEN STUDENT IS ABSENT

When a student is absent from school, the parent or guardian must contact the Attendance Office by phone. State law mandates that the school record reasons for all student absences, therefore, it will be necessary for the parent to call the CAVIT District Office on or before the day of the absence in order to advise the school as to the reason for the absence. If this is

not possible, the parent should call or send a note at the time of student's return to school. For absences greater than one day in length, CAVIT must be notified **each** day of the absence.

THIS INFORMATION MUST BE RECEIVED BY THE ATTENDANCE CLERK WITHIN 24 HOURS OF THE ABSENCE.

Attendance Phone Number (520) 423-1944

After Hours Attendance Phone Number (520) 423-2995

TEXTBOOKS/SUPPLIES

The District will provide required textbooks and related printed subject matter materials for the students at no cost. It is the student's responsibility to take care of his/her issued books. Since it is necessary to re-use the book several times, it follows that the books must have good care. Textbooks and materials must be kept clean and unmarked. If damage occurs to bindings, a rebinding fee will be charged. When the student receives his/her books, he/she should examine them for ink and pencil marks or other damaging, detracting conditions. This information should be shared with the teacher checking the textbook/materials out. Students and their parents will be held responsible for proper care of books and will need to pay for any damages caused to the District's property. Students and/or parents may obtain replacement cost information from the District if needed.

STUDENT ACTIVITIES PROGRAM

FUND-RAISING ACTIVITIES

Fund-raising and community service activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities sponsored and approved by the Superintendent.

STUDENT TRAVEL/FIELD TRIPS

Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation will be provided only by district or satellite school vehicles, driven by authorized personnel. Students will need to complete a grade check form and be passing all classes in order to participate in an activity outside of CAVIT class time.

DRESS CODE POLICY

CAVIT encourages students to take pride in their attire as it relates to the school setting. Students will be provided program uniforms to wear daily to CAVIT classes. Students will be required to wear business professional attire when attending CTSO leadership events. Exceptions for special activities or health considerations may be pre-approved by the superintendent.

The following applies to all students within the District:

- No bandanas of any color, size or shape may be carried or displayed in any classroom or at any school activity.
- Hats may not be worn by students in buildings.
- For safety reasons, closed toe shoes must be worn at all times.

UNIFORM POLICY

Each student will be provided with a uniform which is required to be worn daily to CAVIT. Students are to change immediately into their program uniform upon entering CAVIT's campus.

- Allied Health (Dental Assistant, Massage Therapy, Medical Assistant, Nursing Assistant, and Veterinary Assistant) – CAVIT will provide two medical scrub uniforms. Students must provide white non-skid tennis shoes.
- Aesthetics and Cosmetology CAVIT will provide program shirt, pants, apron and smock. Students must provide black dress slacks with belt loops (nor jean material nor embellishment) black plain leather-like laced closed-toe shoes (no sneaker type) with non-skid sole and a plain black belt.

- Fire Science CAVIT will provide program shirt, pants, and cap. Students must provide a black belt and boots.
- Law Enforcement CAVIT will provide program shirt, pants, and cap. Students must provide black belt and non-skid black leather industrial shoes.

DRESS CODE/UNIFORM POLICY ENFORCEMENT

CONSEQUENCES FOR DRESS CODE/UNIFORM POLICY VIOLATING UNIFORM POLICY

School Action			
1st Offense 2nd Offense 3rd Offense 4th Offense			
Verbal warning by teacher.		Parent conference scheduled with	Administrative review
		teacher.	

STUDENT DRIVING AND PARKING ON CAMPUS

Student parking is available on campus to those students who have registered their vehicle with the CAVIT District Office. Driving and parking on campus is a privilege. **However**, **students must maintain a satisfactory discipline and academic record in order to retain this privilege**. Vehicle registration forms can be picked up in the Superintendent's office.

Students may not park in any staff, visitor, reserved space, or in a designated No Parking Area.

Parking a vehicle on campus entitles a designee of the Superintendent to search that vehicle upon reasonable suspicion that the search will reveal evidence of a violation of a school rule/regulation. Patrols of student parking areas and inspections may be conducted without notice, without student consent, and without a search warrant. Parking lots will not be patrolled and parking is at the student's own risk. The CAVIT District assumes no liability for damaged or vandalized vehicles.

Vehicles may be towed away at student expense for failure to follow vehicle policy and procedures.

GENERAL RULES FOR DRIVING/PARKING

- 1. Students must park in designated student areas and within lined parking spaces only.
- 2. Parking permits must be displayed in the front window at all times.
- 3. The speed limit on campus is 10 m.p.h.
- 4. Students must make a complete stop at all stop signs.
- 5. Students may not loiter in the parking areas or in vehicles.

CONSEQUENCES FOR VIOLATING GENERAL RULES FOR DRIVING/PARKING

Students may lose the		SCHOOL ACTION	
privilege of driving and	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
parking on campus for	Two weeks loss of	Four weeks loss of	Loss of
violation of school policies	driving/parking	driving/parking	driving/parking
unrelated to	privileges	privileges	privileges for the
driving/parking on campus.			rest of the year

CONSEQUENCES FOR RECKLESS DRIVING/BEHAVIOR

Students are expected to	SCHOOL ACTION	
Students are expected to drive/behave in an	1 ST OFFENSE	2 ND OFFENSE
appropriate and safe manner in all of the driveways and parking lots.	Six weeks loss of driving/parking privileges	Referral to Administration and loss of driving/parking privileges for the rest of the year

STUDENT CONDUCT

The CAVIT District is dedicated to building traditions of excellence in every CTE program. Every CAVIT student is asked to help contribute to this tradition. There are certain characteristics of an excellent school; these characteristics are presented throughout the student handbook. The broad principles that form the foundation for learning are based on the behaviors and attitudes students must demonstrate to become productive members of the modern workforce.

- Dependability: Be in school on time, every day
- Work Ethics: At all times, be honest, loyal, and work hard.
- People Skills: Be friendly, caring and helpful with visitors, teachers, and fellow students.
- Team-Work: Work with others to solve problems and get the job done. Be a leader and a follower.
- Communications: Read, write, speak, and listen well.
- Maturity: Be an adult and make a commitment to work.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and teachers will insist that student behavior, attitude and participation in the classroom reflect the importance of the serious business of learning. More specifically, teachers will insist that you:

- 1. Arrive to class on time.
- 2. Be prepared for class with all materials necessary for class that day.
- 3. Be dressed in your program uniform at the beginning of class.
- 4. Be attentive to the task at hand until dismissed by the teacher.
- 5. Demonstrate care and consideration for school property and the property of others.

Each teacher will establish the rules and procedures for his/her classroom. This includes, but is not limited to individual classroom management plans, homework, etc. Students are expected to observe those rules and to respond promptly to the direction of your teacher.

ADMINISTRATION/STAFF RESPONSIBILITY AND REPORTING

The administration is responsible for involving school staff in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school. Any teacher, administrator, board member, parent, staff member, or other person may report a violation of student disciplinary rules to an administrator. An investigation of the charges will be made, as deemed necessary and appropriate proceedings will be instituted.

GENERAL RULES OF CONDUCT

- 1. Use of cell phones (including those with a camera component), pagers, cameras, electronic games, iPods, MP3 players, CD players and any other electrical device that rings or buzzes or otherwise causes a disruption or distraction is prohibited during regular school hours and will be confiscated by staff if heard or seen. The first time a device is taken, it will be confiscated for one (1) day. The second time it is confiscated, a parent/guardian must pick the device up from an administrator (or his/her designated personnel). Third and subsequent occurrences will bring one (1) day of out-of-school suspension, per occurrence.
 - Laser pointers and permanent markers are not allowed on any campus, classrooms, or social functions.
- 2. **Loitering** on or near the campus is unlawful at anytime. This would be inclusive of special events, such as activities at other than regular hours. Arizona law provides that: "A person commits loitering if such person intentionally is present in or about a school, and after a reasonable request to leave and either does not have any reason or relationship involving custody of or responsibility for a pupil or students or students or any other specific legitimate reason for being there, or does not have written permission to be there from anyone authorized to grant permission."

- 3. Visitors to CAVIT must check in at the front office so that there may be no doubt of their loitering. The practice of students bringing friends and relatives to school to visit shall not be allowed. Former students, salesmen, and other adults who wish to see teachers must do so during the teacher's conference period and after they have checked in at the office and received a visitor's ID.
- 4. **Gum, candy, food or beverages** are not to be taken into classrooms. Gum chewing is not allowed on campus. Bottles of clear water with caps are the only beverage allowed on campus, in the classrooms, and on the CAVIT bus.
- 5. **Student passes** are the responsibility of the student and the teacher. A student MUST have a pass showing date, time, destination, and signature of his/her classroom teacher if out of the classroom during class time.
- 6. Address and telephone number(s) of where a student's parent(s) or guardian(s) can be contacted shall be provided by students to the attendance clerk. Any change of address or telephone number shall be reported during class time.
- 7. **Public display of affections** will not be allowed on campus. Students are expected to demonstrate maturity and respect for each other. Students who engage in indiscreet behavior will be counseled initially. Continued inappropriate behavior will require a meeting with parents and may result in disciplinary action. Any display beyond handholding may be considered inappropriate.
- 8. **School volunteers** are appreciated here at CAVIT! We are grateful for the work done by our volunteers, but to ensure the safety of our students, all volunteers are required to carry a fingerprint card and undergo a background security check before assisting staff and students.
- 9. **Interruptions to classes** will not be allowed to deliver personal items or messages unless there is a true emergency. Parents are also reminded that students may not use their cell phones during class and therefore will not receive messages until their class is finished.
- 10. Care of school property Each student is expected to take pride in the physical appearance of the school. No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property. Full or partial restitution to the District in accordance with law may be instituted for damages to District property.
- 11. **Personal Transportation** Bicycles, rollerblades, skateboards, and motorized scooters are not allowed on campus.

STUDENT RIGHTS

All students shall be afforded due process to ensure the following rights:

- 1. The rule/conduct violation will be explained.
- 2. Student will have the right to respond to the charges, telling their side of the story.
- 3. Students have the right to appeal the decision to the CAVIT Governing Board if they are to be suspended from school is for more than ten (10) days.

STUDENT AND PARENT RESPONSIBILITY

All the information for the maintenance of public order on school property will be publicized and explained to all students, and will be provided to parents as requested. The student is responsible for knowledge of this information. In order to promote the effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

DISTRICT DISCIPLINARY POLICY

If a student violates any federal, state or local laws, as well as rules and guidelines established by the CAVIT District, certain consequences will follow. Depending upon the nature of the violation, student discipline shall be PROGRESSIVE. The specific consequences will be determined on the basis of severity and/or frequency of the offense.

Generally, a student's first violation should merit a lighter penalty than subsequent violations. Occasions of prior misconduct where a student has previously received discipline can be considered in subsequent student discipline proceedings to justify additional disciplinary consequences where it is established:

- The student has not benefited from prior and usually less severe disciplinary intervention, or
- The student is engaging in continued disruptive or disorderly behavior.

District employees or agents shall take into account all other relevant factors in determining an appropriate penalty. The PERMISSIBLE PENALTIES may be imposed either alone or in combination.

Students come under the jurisdiction of the school at any time and any place that the students' actions have direct and immediate effect on school discipline or on the general safety and welfare of the students and the staff personnel. It should be understood, however, that the school does not intend to supervise or extend its authority beyond the limits of the District property, unless the students' actions do have a direct effect on the school.

All school rules and regulations are effective for any school-sponsored event of any kind, at any time or place, either on or off the school property. <u>This includes while being a passenger in any school vehicle</u>.

School property, for the purpose of supervision, includes an area 200 feet beyond the real-property line in all directions, and also any property leased by the school.

The superintendent may remove a student from a school-sponsored activity if it is determined that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the superintendent determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

BULLYING

The CAVIT District is committed to a safe and civil educational environment for all students, employees, volunteers and parents free from harassment, intimidation, and bullying. "Harassment intimidation or bullying" means any intentional written, verbal, or physical act which:

- Physically harms a student or damages the student's property; or
- Has the effect of interfering with a student's education; or
- Creates an intimidating or threatening educational environment; or
- Has the effect of disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

Counseling, corrective discipline and/or referral to law enforcement will be used to change the behavior of the bully and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

HAZING

There will be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to CAVIT within twelve (12) calendar months.

Hazing means the intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

Students and others may report hazing to any professional staff member, who must report the incident to the superintendent, in writing, with the details as they have been provided. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff members shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

All students, teachers and administration shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

IT IS NO DEFENSE TO A VIOLATION OF THIS POLICY IF THE VICTIM CONSENTED OR ACQUIESCED TO HAZING.

SEXUAL HARASSMENT

Everyone associated with CAVIT is expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individuals; or
- Such conduct has the purpose of effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is NOT limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Engaging in coercive sexual behavior to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Superintendent.

GANG ACTIVITY

CORRECTIVE AND DISCIPLINARY ACTIONS

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory (such as permanent markers) or manner of dress or grooming that, by virtue of its color, arrangement, or trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving an initiation, hazing, intimidation, assault or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying or displaying gang paraphernalia and/or exhibited behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.

GANG DEFINITION

For the purpose of Governing Board policy, a gang is a group of three (3) or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies: and
- Exhibit antisocial behavior often associated with crime or a threat to the community.

GANG IDENTIFICATION

For disciplinary purposes, CAVIT will use the State of Arizona's Gang Membership Identification Criteria (GMIC). If an individual meets two of the six criteria, he/she will be considered a gang member.

- 1. Self-proclamation
- 2. Witness testimony or official statements
- 3. Correspondence, written or electronic
- 4. Paraphernalia, photographs or nicknames
- 5. Tattoos
- 6. Clothing and/or colors

USE OF PHYSICAL FORCE

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the student to the extent reasonably necessary and appropriate to maintain order. Reasonableness of use of physical force in self-defense, defense of others, in the defense of the student and defense of property will be considered as a mitigating factor in determining penalties for misconduct.

The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

THREAT OF AN EDUCATIONAL INSTITUTION

A person commits interference with or disruption of an educational institution by doing any of the following:

- 1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an education institution.
- 2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to an educational institution, the property of an educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
- 3. Knowingly going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
- 4. Knowingly refusing to obey a lawful order given by school officials.

INTERROGATIONS, SEARCHES & SEIZURES

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense.

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists.

Items provided by the District for storage (e.g., lockers) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, storage areas, etc. may be inspected at any time with or without reason, or with or without notice, by school personnel.

ADMINISTRATIVE GUIDELINES FOR IMPLEMENTATION OF DISCIPLINARY ISSUES

The following guidelines are established to give some consistency to the handling of disciplinary problems. It should be understood that these are only guidelines and that circumstances may alter the decision made in each incident.

DISCIPLINARY PROCEDURES

(At the conclusion of the Student Conduct section is a Glossary of Consequences that explains in more detail some of the permissible penalties listed above.)

DISCIPLINARY INCIDENTS

Every student in CAVIT has the right to a quality education. Each teacher has the responsibility to teach and each student has the right and responsibility to learn. No student has the right to interfere with this process. Parent notification will be made throughout disciplinary proceedings with a student. This can be in the form of phone calls, referrals being sent to the household, and/or conferences.

OFF-CAMPUS MISCONDUCT

The Student Disciplinary Code and all penalties may apply to conduct off school grounds that may endanger the health and safety of students within the school setting or substantially interfere with the education process. The CAVIT School District may pursue disciplinary action against students for trespassing violations and acts of vandalism to school facilities and property when occurring during after school hours, weekends, holiday breaks, and summer recess. Restitution will be sought for property damage and loss.

STUDENT DISCIPLINE CONSEQUENCE TABLE

INFRACTION	1 ST REFERRAL	2 ND REFERRAL	3 RD REFERRAL
*Alcohol, Possession, under the influence of, distribution, use and/or sale on campus or school activity	Nine (9) day Out-of-School Suspension/ Recommend counseling with substance abuse counselor	Long Term Suspension and/or Expulsion	
*Arson	Long Term Suspension and/or Expulsion, Restitution		
*Assault of Student	Five (5) day Out-of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension, and/or Expulsion	
*Assault of Staff	Long Term Suspension and/or Expulsion		
*Bomb Threat	Long Term Suspension Expulsion, and/or Restitution		
*Bullying	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion	

	Langer Compality from Applications and	Lancat Canalit for	Lass of Casalit for
Cheating or Plagiarism	Loss of Credit for Assignment, Notify Parents	Loss of Credit for Assignment/Class, Notify Parents	Loss of Credit for Assignment/ Class, Notify Parents
*Dangerous Instruments/Devices, Possession, use of, and/or threat to use	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension	Long Term Suspension and/or Expulsion
Defamation	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension	Long Term Suspension and/or Expulsion
Defiance, Minor	Conference with Superintendent	Conference with Superintendent, Call to parents	One (1) day In-School Suspension
Defiance, Major	Three (3) day Out-of-School Suspension	Five (5) day Out-of-School Suspension	Suspension, Long Term Suspension and/or Expulsion
*Drugs, Possession, distribution, use and/or sale of the following on campus or school activities: Drugs, drug paraphernalia, vapor releasing substances. materials designed to look like drugs, misuse of legal substance	Nine (9) day Out-of-School Suspension/ Recommend Counseling	Long Term Suspension and/or Expulsion	
Electronic Devices, Possession and/or use (See Category Listing for Description)	Confiscate for one (1) day	Confiscate until parent/guardian picks up from Administrator	One (1) day Out- of-School Suspension
*Extortion	Long Term Suspension and/or Expulsion		
*False Fire Alarm	Nine (9) day Out-of-School Suspension	Long Term Suspension and/or Expulsion	
*Fighting	Five (5) day Out-of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension, and/or Expulsion	
Fireworks	Five (5) day Out-of-School Suspension	Suspension, Long Term Suspension, and/or Expulsion	
Forgery	Three (3) day Out-of-School Suspension	Five (5) day Out-of-School Suspension	
*Gambling	Three (3) day Out-of-School Suspension	Five (5) day Out-of-School Suspension	Nine (9) day Out-of-School Suspension
*Gang Activity	Nine (9) day Out-of-School Suspension	Long Term Suspension and/or Expulsion	
*Harassment	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension, and/or Expulsion	

*Hazing	Three (3) day Out-of-School Suspension	Five (5) day Out-of-School Suspension	Nine (9) day Out-of-School Suspension
*Inciting to Riot	Nine (9) day Out-of-School Suspension	Long Term Suspension and/or Expulsion	
Indecent Exposure	Notify parents, Three to five (3-5) day Out-of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension, and/or Expulsion	
Insubordination/ Gross Behavior	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension, and/or Expulsion	
Intimidation	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension, and/or Expulsion	
Misuse of Computers	Conference, Loss of privileges of technology use, Restitution	Conference, Loss of Credit, Five (5) day Out-of-School Suspension, Restitution	
*Pornography, Indecent materials, Possession and/or distribution of pornographic materials	Notify parents, Refer to counseling, Three (3) day Out-of-School Suspension	Five (5) day Out-of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension, and/or Expulsion
*Robbery	Five (5) day Out-of-School Suspension/ Restitution	Nine (9) day Out-of-School Suspension, Long Term Suspension, and/or Expulsion, Restitution	
*Sale or distribution of illegal substance	Long Term Suspension and/or Expulsion		
*Sexual Misconduct	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion	
*Stalking	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion	
Tardies (For every 3 Tardies)	Notify parents	Notify parents, One (1) day In-School Suspension	Notify parents, One (1) day In-School Suspension
*Theft, Minor	Three (3) day Out-of-School Suspension	Five (5) day Out-of-School Suspension	Suspension, Long Term Suspension, and/or Expulsion
*Theft, Major	Five (5) day Out-of-School Suspension/ Restitution	Nine (9) day Out-of-School Suspension, Long Term Suspension, and/or Expulsion, Restitution	
*Threat	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion

*Tobacco or tobacco products, Possession, distribution, use and/or sale of	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion	
Truancy	Notify parents	Notify parents, One day In- School Suspension	Notify parents, Three day Out- of-School Suspension
*Unauthorized entry or access	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion	
*Vandalism - major	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion, Restitution		
*Vehicle Violations	Suspension of Parking Privileges	Suspension of Parking Privileges	Revocation of Parking Privileges
Verbal Abuse – Non-School Employee	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion	
Verbal Abuse - Staff	Five (5) day Out-of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion	
Verbal Abuse - Student	Three to five (3-5) day Out- of-School Suspension	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion	
*Weapon, Possession, display of, or threatening to use firearm or weapon(s), simulated weapon, or use of any instrument as a weapon	Nine (9) day Out-of-School Suspension, Long Term Suspension and/or Expulsion		

*Police may/will be notified

School district administrators will categorize any behavior(s) that is/are not listed. Any serious or continued infraction may be cause for suspension. If not specifically noted, parents, home school administrators and/or police will be notified as defined in the CAVIT School District Disciplinary Procedures.

GLOSSARY OF CONSEQUENCES

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. Nevertheless, the District's approach to student discipline is progressive in nature, and this glossary is generally organized to present consequences of misconduct in order to increasing severity.

<u>Conference</u> – A teacher or administrator will talk with the students about expected behavior and the consequences of misconduct.

<u>Parent Involvement</u> - A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.

<u>Restitution and/or replacement</u> - When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences. The District shall not assume responsibility for the loss off, or damage to, personal property stored, installed, or used on school premises.

<u>Loss of Privilege</u> – As you advance through CAVIT, you may receive certain privileges – parking on campus, priority scheduling, opportunity to complete an internship, etc. Any privilege that is abused may be revoked, pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully and may depend upon development of a behavioral contract. **Your must retain satisfactory discipline, attendance, and academic records in order to retain privileges**. Loss of privileges may include the student's right to be enrolled in a class.

<u>Behavioral contract</u> - A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both student and school official are required; in some instances, parent or guardian will also be expected to sign, indicating agreement to terms of the contract.

<u>In-School Suspension</u> – Students assigned to in-school suspension(s) by an administrator (or his/her designee) may receive up to 80% credit for missed assignments/tests/quizzes on the particular date(s) the suspension is served.

<u>Out-of-School Suspension (short term)</u> – With notification to the student and parent/guardian, a school administrator my remove a student from school and bar the student from all school activities for a period of one to ten days. The student is not permitted to participate in or attend any school-sponsored events during the period of the suspension.

<u>Out-of-School Suspension (long term)</u> – Acting upon the recommendation of the administration, the Governing Board may deny all school privileges for a period of more than ten days to one calendar year.

<u>Emergency Suspension</u> – If a danger to students or staff is present, the principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable.

Expulsion – Acting upon the recommendation of the administration, the Governing Board may permanently deny all school privileges to a student.

DISCIPLINE DEFINITIONS

<u>Dangerous Instrument</u> – Means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

<u>Deadly Weapon</u> – Any weapon designed for lethal use, including a firearm.

<u>Destructive Device</u> - Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow. Any collection of parts that could be readily assembled to form a destructive device.

<u>Drugs</u>

- All dangerous controlled substances prohibited by law
- All alcoholic beverages
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy
- Hallucinogenic substances
- Inhalants
- Materials that are designed to look like alcohol, drugs and/or drug paraphernalia and vapor releasing substances

Firearm

A firearm means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may be readily be converted to expel a projectile by the action of an explosive
- Firearm muffler or silencer
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device
- Any combination of parts that could be readily assembled to form a firearm

<u>School premises</u> – Means the school, school grounds, school buses, or any premises, grounds or vehicles used for school purposes and includes premises where school-sponsored events (CTSO, community service and work-based learning events) are held away from District property.

<u>Simulated Weapon</u> – An instrument displayed or represented as a weapon.

Weapon – A weapon would include any of the following:

- Firearm
- Knife, other than a folding pocket knife that has a blade length of not more than 2" inches or that does not have a mechanism by which the blade can be locked in an open position
- Destructive device
- Dangerous instrument