



**Caurus Academy**

Learners today. Leaders tomorrow.

# Family Handbook

2024-2025

**Caurus Academy**

**1<sup>st</sup> -12<sup>th</sup> Grade**

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# *Caurus Academy*

## *Family Handbook 2024-2025*

Welcome to Caurus Academy. It is our privilege to serve our students and their families. Caurus Academy is a 1<sup>st</sup>-8<sup>th</sup> and 10<sup>th</sup>-12<sup>th</sup> school which creates a culture of possibility for learners today so they will be principled leaders tomorrow. Caurus is proud to combine experiential learning with the rigor, relevance, and relationships needed to produce successful students as supported by the Caurus Academy mission.

We are committed to having a faculty and support staff that are highly trained in the best practices of education, including the Responsive Classroom. Our educators' resumes are on file at our school and are available upon request. Caurus Academy is a nonprofit corporation.

Caurus Academy is a 1<sup>st</sup>-8<sup>th</sup> and 10<sup>th</sup>-12<sup>th</sup> grade public charter school. The 1<sup>st</sup>-8<sup>th</sup> and 10<sup>th</sup>-12<sup>th</sup> curriculum is aligned with Arizona's College and Career Readiness Standards.

Edkey, Inc. adheres to Title IX of the Education Amendments of 1972 (Title IX). Any sexual harassment or discrimination in a school setting falls under Title IX of the US Department of Education Act. If any student/staff feels they have been a victim of sexual harassment or discrimination this must be reported immediately. This can be reported to a teacher, administrator, or the Title IX coordinator. Any report will be taken seriously, and proper steps will be taken, up to an official investigation upon a Title IX claim being submitted. You are hereby given notice that Edkey, Inc.'s student Code of Conduct contains a provision prohibiting you from knowingly making a false statement or providing false evidence during any investigation. If you are found to have been in violation of this provision, you will be disciplined in accordance with the Code of Conduct.

### **Mission**

Our mission is to provide young men and women with a solid educational foundation in a context of care and concern. Caurus Academy combines a challenging curriculum with clear moral direction.

Instruction is marked by a dedication to the mental, physical and moral development of all students. Students will receive a quality education, sensitive to their learning styles and designed to equip them with the skills and core knowledge upon which further learning must be based. Caurus Academy's curriculum is founded firmly on the fundamental tradition that values the refinement of thought and fortification of character that charges individuals with the responsibility to the common good and a global perspective of the world and their places in it.

### **Vision**

Our vision for Caurus Academy is creating a culture of possibility for learners today, so they will be principled leaders tomorrow.

### **School Wide Rule:**

"Care for yourself, others, and all things around you."

### **Assessment and Testing**

Classroom curriculum is aligned with Arizona College and Career Readiness standards and prepares students for success on standardized testing. AIMS and AzM2 are administered once a year during the state mandated testing window in the Spring of 2022. Benchmark testing including DIBELS and Galileo will be administered throughout the school year to monitor student progress. Families will be notified of testing schedules.

### **Birthdays**

If you wish to bring a special treat for your child's birthday, you will need to discuss this with your child's teacher before doing so, as it is up to the teacher how birthdays will or will not be celebrated. Birthday celebrations should not interfere with any regularly scheduled instruction.

**\*Party invitations are not to be distributed in class unless the whole class is invited. If you choose to only invite a few students, the school staff will direct you to the student directory and you will need to pass them out on your own time.**

### **Campus Safety**

#### **Emergency Response Plans**

The school emergency response plan is on file in the Front Office and includes procedures on fire drills, lock downs, and evacuations. Caurus Academy participates in regular drills as required by the state.

#### **Secure Campus**

Caurus Academy is dedicated to a safe learning environment. All visitors must sign in through the Front Office and obtain a visitor badge. Volunteers must be fingerprinted prior to volunteering. Once students arrive on campus, they may not leave unless a parent or guardian signs them out. When necessary, Caurus Academy students will be escorted between campuses by a Caurus Academy employee.

### **Child Abuse Reporting**

Pursuant to Arizona Revised Statutes Section 13-3620, all school personnel are mandatory reporters in cases of suspected abuse, non-accidental injury, neglect, or abandonment.

### **Classroom Placement**

The final decision for classroom placement is made in the best interest of the child by the administrative team. Parents who have information relating to this decision should make an appointment with the school's administrator to discuss any issues that might be pertinent to the decision-making process. Changes in classroom assignments will only be made if the well-being of the child would be seriously affected by not making the change.

### **Drop-Off and Pick-Up Procedures**

The student's parent or legal guardian assumes full responsibility for the manner, safety, and protection of the student traveling to and from school. We ask that everyone be patient and courteous. Please observe safe driving practices and be mindful of children and parents in parking lots. Please do not park or leave your vehicle unattended by the curb or in any area other than a designated parking spot. Your child will be escorted to/from your car to ensure that he/she is safe on the campus. Please follow designated traffic patterns provided by the school and **ONLY** drop your child off in designated areas.

**1st-4<sup>th</sup> Grades:**

Carline runs from 7:50am-8:05am for morning drop-off and at 3:05pm-3:20pm for afternoon pick-up. **Parents will need to pick up all students from K-5 no later than 3:20pm or at Club end time.**

**5<sup>th</sup>-8<sup>th</sup> and 10<sup>th</sup>-12<sup>th</sup> Grades:**

Carline runs from 8:00am-8:15am for morning drop-off and at 2:50pm-3:00 pm for afternoon pick-up. Parents will need to pick up-all students from middle school **no later than 3:05 pm or at Club end time.**

If there is an emergency affecting pick up, please call the appropriate Front Office.

**Dismissal**

Identification is required from any adult who is not known to school personnel who comes to pick up a student. We reserve the right to not release a student to anyone other than the custodial parent, or an authorized person as stated on the student's registration information card. When picking up your student in carline the Carline Card provided needs to be visible on the passenger window. When parking and walking to pick up your child, you will need to show the Carline Card for your child to be released. **In case of doubt**, we will call the custodial parent to confirm that someone else has been authorized to pick up the child.

**English Language Learners**

The goal of an ELL program is to facilitate the education of English Language Learners (ELL) whose native language is something other than English and who is not yet proficient in English. All instruction in ELL programs is in English and incorporates the four basic skill areas of listening, speaking, reading and writing. Placement into the program is based on assessment of English proficiency as designated by the state, an interview and an academic evaluation. Exit from the program is determined by annual reassessment of English proficiency and may occur after one, two or three years. Additional academic support is provided for eligible students.

**Enrollment Process**

Admission to Caurus Academy is based on space and program availability. All Edkey schools are non-profit, public charter schools. To attend, a student's original birth certificate (or other proof of the pupil's identity and age, such as the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate) and Arizona Residency Documentation Form needs to be submitted within 30 days of enrollment. Additionally, immunization records (or signed statement re: exemption pursuant to A.R.S. 15-873), and Withdrawal Form from Previous School must be submitted before a student is permitted to attend class. Per A.R.S. § 15-184. If capacity is insufficient to enroll all pupils who submit a timely application, the charter school shall select pupils through an equitable selection process such as a lottery except that preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery. Because of the high demand for students to attend the school and the school's commitment to maintaining optimum class sizes, Caurus Academy utilizes an enrollment lottery for available spots. Parents with children on waiting lists will be contacted when space becomes available.

### **Environmental**

Caurus Academy is in compliance with AHERA and EPA. Our complete asbestos management plan is on file in the Business Office.

Caurus Academy follows state guidelines for pest control in a school environment.

### **Liability Insurance Requirements**

Caurus Academy carries the amount of liability insurance required by the Department of Health Services and the State Board for Charter Schools.

### **Regulatory Agencies**

Caurus Academy's independent public-school program is sponsored by the State Board for Charter Schools. Any required inspection reports are available upon request.

### **Extra-Curricular and Elective Fees**

**Sports and Club Fees:** Caurus Academy knows the value of extra-curricular sports and clubs and is dedicated to providing a wide range of sports including volleyball, flag football, cross country, basketball, softball, soccer, and cheerleading as well as a variety of quarterly clubs. Sports and clubs require an additional fee that must be paid prior to start date.

- All fees can be paid by; check, cash, credit card (3% fee for credit card), or with a tax credit
- Club, sports, and field trip fees are due 7 days prior to the event.

### **Field Trips**

Students will have the opportunity to participate in field trips. Field trips are designed to support the instructional goals in the learning environment and/or build community. Field trips will be age appropriate. Parents will be required to fill out a permission form prior to children participating. Students who do not participate will be given an alternative activity on the school campus.

### **Front Office**

The front office will be open from 7:30am until 4:00pm, Monday- Friday. You must sign in and sign out your child through the Front Office.

### **Homeless Education**

As required by law, Caurus Academy admits all students on a space available basis. Upon awareness of a student's situation, the school's coordinator for homeless students will be notified if a parent reports that their status is such that they would qualify as Homeless under the Arizona Department of Education guidelines. Students who qualify will be given assistance with meeting the requirements of the enrollment process. The coordinator will work with other agencies to assist the student and his/her family in receiving services. The parents or guardians will be notified of educational opportunities and other ways they can assist in the success of their student.

McKinney Vento status is considered part of a student's educational record and therefore can be shared with district staff with legitimate educational interest in the information in order to do their job.

### **Breakfast, Lunches, and Snacks**

Parents are to provide healthy lunches and snacks for their students or sign-up for the hot lunch program provided by Caurus Academy. Microwaves are provided in the lunchroom. The time limit to heat food is 1-2 minutes per student.

### **Cold Breakfast and Hot Lunch Program will be provided by AZ Hot Meals**

In order to participate, parents are required to fill out the paperwork that is available on through our website, <https://family.titank12.com> or paper copies are available in our Front Office.

According to the Caurus Food Services Policy, no child will be denied a lunch, and all outstanding lunch balances will be communicated with parents or guardians only.

**Candy, gum, soda and excessive sugar are not allowed.** If a child comes to school with any of these items, they will be sent home unopened.

Please encourage your children to take an active role in keeping the learning environment neat and free of trash. This includes cleaning their eating area after lunch and snacks. Our desire is that children will learn respect for the environment as they participate in these activities.

### **Parent Communication**

Notices and reminders will be sent home with your child or handed to parents at dismissal on occasion; however, most announcements will be sent via the principals newsletter on Smore. Please pay close attention to any announcements you receive. It is very important that all responsible parties read the reminders.

Announcements, current events and our school newsletters will also be posted on our social media pages, sent via email, and announced via BrightArrow application.

### **Parent/Teacher Conferences**

Your child's educator will have a formal conference with you twice annually to discuss your child's individual progress toward the goals they have set. It is expected that at least one parent/guardian will attend each conference. If you have a concern or question at any other time, please do not hesitate to contact your child's teacher or the appropriate administrator.

### **Grievance Process**

The proper line of communication between parents, students, staff, and administration is as follows:

1. The parents should discuss the matter directly with the teacher or staff member involved.
2. If the first step does not resolve the problem, the parent/student should discuss the matter with the Principal on that campus.
3. If that step does not resolve the problem, the parent/student should discuss the matter with the Assistant Superintendent.
4. If the problem is not resolved, the parent/student should discuss the matter with the school's Governing Board.

### **Parent Involvement**

All visitors, including parent volunteers, must sign in and receive a visitor's badge before going anywhere on campus. If you are interested in volunteering in your student's class, you will need to contact your student's teacher and schedule a time. While volunteering, it is expected that adults dress professionally and not use cell phones during their volunteer time. Volunteering on campus will be available after week six of the school year. Volunteers are required to be fingerprinted, which can be done on-site by Caurus Academy staff.

### **Tax Credit Donations**

While donations are not required, tax credit contributions and tax-deductible donations are gratefully accepted and strongly encouraged. Caurus Academy is a nonprofit organization; thus, you will receive a receipt for your contribution.

### **Report Cards**

1<sup>st</sup>-4<sup>th</sup> grade students will receive four report cards/progress reports each year. 5<sup>th</sup>-8<sup>th</sup> and 10<sup>th</sup>-12<sup>th</sup> grades students will receive two report cards each semester. The first report card will be issued after the first quarter of school and prior to parent/educator conferences. The second report card will be issued at completion of classes prior to Winter Break. The third report card will be issued after the third quarter; and the final report card will be sent home the final week of school.

#### ***Caurus Academy Grading Scale:*** [OBJ]

97%-100%	A+
93%-96%	A
90%-92%	A-
87%-89%	B+
83%-86%	B
80%-82%	B-
77%-79%	C+
73%-76%	C
70%-72%	C-
67%-69%	D+
63%-66%	D
60%-62%	D-
0%-59%	F

Individual educators may use other means of communicating student progress in addition to school grade reports. Caurus Academy strives to have a high level of parent/school communication. Therefore, parents should expect consistent, ongoing communication with educators through weekly reports, newsletters, emails, postcards, phone calls, meetings or other means. \*Families are encouraged to monitor student progress and grades using our online student information system, PowerSchool. A letter containing login information will be sent home the beginning of the school year.

### **Retention and Promotion Criteria**

The educator will identify students whose progress indicates that the student should be retained at the current academic level. According to state standards, students should receive a mastery



level of at least 60% to be promoted to the next academic level. However, the decision to retain a student at a current academic level may include other factors, including the following:

- Predicted academic, social, and emotional effects of retention.
- Parent input
- Present level of academic achievement based on class assignments, tests and projects
- Interventions attempted and results from those interventions
- The student's attitude toward academic progress
- Attendance (see below, Student Attendance and Tardies)

### **Special Education/Exceptional Student Services**

Special Education services are provided in accordance with the Individuals with Disabilities Education Act (IDEA), federal legislation that guarantees that students with disabilities will have the opportunity to receive a free and appropriate public education. The special education needs of students are met through the coordinated efforts of special education staff with general education staff. Both special education and support services are documented in the student's individualized education plan (IEP) and are based on the individual student's needs as determined by the IEP team. The parents and general education teachers are full participants in this team and the decision-making process. Screening procedures to determine students who may be in need of special education services are in compliance with IDEA guidelines.

### **Special Education/Exceptional Student Services Philosophy:**

Caurus Academy embraces the philosophy of full inclusion, believing that special education students can best be educated in the regular classroom. Our teachers accept responsibility for all students in their classroom and modify, accommodate, and adjust teaching techniques and classroom activities to meet the unique learning abilities of all students. Special education staff supports the regular classroom teacher with this process. There are NOT two distinctly different types of students, e.g., "special" and "regular." All students are individuals with their own unique set of physical, intellectual, and psychological characteristics that influence their instructional needs. There are not two discrete sets of instructional methods – one set for "special" students and another for "regular" students. Individualized instructional programs are designed for each student.

Basic beliefs and expectations:

- Inclusion is the underlying philosophy by which all students are educated.
- All students are educated with chronologically age-appropriate peers.
- All students learn and develop individually, and the curriculum is modified or adapted to allow students to progress at their individual rates. Students are not penalized for the inability to progress at grade level.
- General education teachers assume responsibility to teach and meet the cognitive, affective and social needs of all students with special education teachers and staff providing support.
- Teaching strategies that facilitate the education of multi-level abilities in each class are used by all teachers (e.g., cooperative learning, project learning, mastery learning, curriculum compacting, independent projects, flexible groupings, learning centers, and teaching to learning styles such as visual, auditory and manipulative).

### **Behavior Supports**

## Nonviolent Crisis Intervention (CPI)

CPI provides the tools to not only prevent challenging behavior but also to de-escalate situations if they do arise. This intervention is used to build an effective culture of safety within the organization. CPI is used to provide the best care, welfare, safety, and security of students. Trained staff have the ability to recognize and manage crisis behaviors.

### Personnel that are trained in CPI:

- Know how to identify and respond to various levels of crisis.
- Demonstrate nonrestrictive and restrictive interventions
- Recognize how to manage their own consistent behavior to influence a positive outcome.
- Have developed strong nonverbal communication.

### **Child Find Procedures:**

Caurus Academy abides by all state and federal laws regarding Child Find. The intent of Child Find under both Federal and state requirements is to ensure that all children ages birth – 21 with delays or disabilities are identified, located and evaluated in order to receive needed early intervention support or special education services. If you have any questions or concerns, please contact the office or Special Education/Exceptional Student Services department at 623-551-5083.

## Student Attendance and Tardies

### **Attendance**

There is a strong correlation between academic success and regular school attendance. School attendance is ultimately the responsibility of the student and his/her family. Much of the learning that takes place in the classroom cannot be replicated, as such, students should be absent only when necessary. The benefit of participation is forever lost to those who are absent.

Parents are required to call the appropriate Front Office on the day of a student's absence to confirm that their child will not be attending. Parents may leave a message on voicemail with your name, the date, the name of your child, and the reason your child will not be attending that day. ***If the parent does not excuse a student within 48 hours, the absence is considered unexcused.*** Unexcused absences are considered trancies.

Arizona law states that it is unlawful for any children between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse for not attending school. If a parent fails to ensure that the student attends school, the law states that they are guilty of a Class 3 misdemeanor. When the parent does not provide a valid excuse for the children's absence, the school may cite the student, parent, or custodian directly in court for violating the State Truancy Law. If a student records ten unexcused and consecutive absences in a row, or more than 18 days in an academic year, the student may be withdrawn, according to state law.

Frequent patterns of absences will result in a phone call from or meeting with your child's teacher or school administrator. Penalties for excessive absences may include a report of truancy, failure to pass, or suspension from school.

When a child needs to leave school early a guardian must come in and sign the log before leaving with the child. Only adults who are listed as parent/guardian or have specific parental permission will be allowed to sign a child out from school.

Please plan family vacations during regular school breaks.

Recognized religious holidays are considered excused absences; but parents must still notify the school.

State Statute regarding absences is as follows:

**A.R.S. 15-803,**

***Excessive Absences*** -Absences may be considered excessive when the number of absent days exceeds ten percent (18 days) of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1. Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences.

***Habitual Truancy*** – A habitually truant child is a child between the ages of six and sixteen who is truant for at least five days during a single school year. (B)Arizona state law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless exempt as defined by A.R.S. 15-803. If a parent fails to ensure that the child attends school, the law states that they are guilty of a “Class III (3) Misdemeanor.”

**A.R.S.15-901 A-2** mandates that 10 consecutive unexcused absences constitute a mandatory withdrawal, by the state, from school retroactive to the last day attended.

**Tardies**

When students arrive late, it is a disruption to learning for others in the learning environment. Therefore, please make sure that your children arrive on time each day. Children should arrive at school at least five minutes before school starts but no earlier than fifteen minutes before school starts. Parents will be expected to park, walk their student into the Front Office and sign them in if the carline is closed.

Frequent tardies may result in a meeting with the teacher or administrator and may affect the student’s attendance rate. In addition, please refer to the student discipline matrix.

**Student Behavior and Discipline:**

One of our goals is to assist students in developing a respect for their environment, others, and themselves. At all times students are expected and encouraged to be safe, be responsible and be respectful towards all members of the school community and visitors to the campus. Students have the responsibility to practice good citizenship through their actions, words, and attitudes. This includes following all school rules and regulations. The school’s discipline policy is at all times intended to cultivate a positive atmosphere in which quality education and productive learning can take place.

One rule is consistent throughout the school and all classrooms:

**“Care for yourself, others, and all things around you.”**

**Zero Tolerance Policy:**

The Caurus Academy guideline for zero tolerance refers to drugs and weapons and will be followed without exception according to current regulations. If a student chooses to bring a firearm or simulated firearm on campus, that student will be recommended for expulsion. The definition of a firearm is as follows:

- A weapon (including a starter gun) which will, or is designed to, or may be readily converted to expel a projectile by an explosive, or by gas or air.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm silencer.
- Any destructive device, including explosives, incendiaries, poison gas, bomb grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounces, or mine, or any weapon or combination of parts which will, or is designed to or may be readily converted to expel a projective by action of an explosive or other propellant.
- For purposes of application and enforcement of this policy, a B-B/ pellet gun is considered a “firearm”

All students who possess a knife, illegal substance, explosive, or any other dangerous instrument on campus shall be immediately suspended with a recommendation for 10-day suspension or expulsion. Any object used in a threatening manner shall be considered a weapon even if its normal use is not a weapon.

If a student is found to be in possession of drugs or drug paraphernalia, either for personal use or for sale, they are in violation of state law and school guidelines. Drug possession will result in either 10-day suspension or expulsion and the filing of a police report. Drug paraphernalia will result in a minimum of a short-term suspension up to a maximum of expulsion. If a student is distributing drugs on campus, a recommendation for 10-day suspension or expulsion will be issued along with the police report. In every case where a student violates this policy or is involved in any other act deemed dangerous, the student will be disciplined accordingly, and the appropriate law enforcement agency notified.

**Student Conduct Due Process:**

In all disciplinary action included herein, students will be afforded due process of law under the Constitution of the United States, the laws of the State of Arizona, and the regulations of Caurus Academy. Students have certain rights; they also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied.

When any administrator suspects and/or determines that a student(s) possesses alcohol, drugs, or weapons, these steps will be followed:

1. Call the local law enforcement agency.
2. Attempt to call parent/guardian, or emergency designee.

3. Follow up with school disciplinary procedures that are within the guidelines of the Governing Board approved *Family Handbook*.

### **Progressive Discipline:**

Caurus Academy Progressive Discipline options are as follows

1. Detention(s)
2. In School Suspension (ISS)
3. Out of School Suspension (OSS)
4. Long-term Suspension
5. Expulsion

For minor offenses, teachers will manage student behavior within the classroom through conversations, warnings, and parental contact.

### **Appeal Procedure:**

In matters of discipline and attendance, decisions of the school Principal or Assistant Principal may be appealed in writing to the Executive Director. The appeal must state the basis and reason for the appeal and be done within 48 hours (about 2 days) of formal notification of the decision. Please note the following:

- The appeal process does not apply to suspensions of one (1) to three (3) days.
- The decision of the Principal is final in suspension appeals of less than 10 days.
- A suspension more than ten (10) days requires Assistant Superintendent or approval.
- Expulsion, meaning permanent removal of a student from school, requires Assistant Superintendent approval. An expelled student may reenroll only with the approval of the Governing Board.
- Decisions of a 10-day suspension or expulsion may be appealed to the Governing Board.
  - Appeals must be made in writing to the Assistant Superintendent of Caurus Academy within 48 hours of formal notification of the decision. The Assistant Superintendent will then arrange for an interim Governing Board Meeting of no fewer than three (3) members within ten (10) days of the appeal request.
- During any Out of School Suspension, students are not allowed on campus/site.
- Students assigned in-school suspension, out of school suspension, long term suspension, or expulsion may not participate in, or attend any, school sponsored activities.
- Work may be made up when suspended on or off campus and does count for credit. Alternate assignments and assessments of equal value may be administered as make-up.

### **Search and Seizure:**

School officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased, or otherwise used by the school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband" includes all substances or materials prohibited by school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages.
- Any material or item which presents an imminent danger of physical harm or illness.

- Any materials otherwise not properly in the possession of the student involved.

School lockers, desks, and student storage areas are school property, which Caurus Academy has made available for use by students for educational purposes and school officials have the right to inspect lockers, desks, and student storage areas in discharge of their duties.

When there is reasonable suspicion that contraband, materials or items which present an immediate danger of physical harm or illness are present in a student automobile, school officials have the right to search the automobile when it is parked on or being operated on school property. When the owner of the automobile is someone other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Reasonable efforts shall be made to notify the student's parent(s)/legal custodian(s)/guardian(s) and secure his/her presence before a search is made. When prior notification results in a delay, which will impede the purposes of the search, or when efforts to notify are unsuccessful, the school official conducting the search shall notify the student's parent(s)/legal custodian(s)/guardian(s) of the search as soon after as practicable.

Personal searches may be conducted by a school official when there is reasonable suspicion that a particular student is in possession of contraband, materials, or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to:

- Searches of the pockets, shoes and socks of the student
- Any object in the student's possession such as a purse, backpack, or briefcase

When extreme emergency conditions require a more intrusive search of the student's person, the school official shall contact the local law enforcement agency. Contraband materials as identified above may be seized when found in the course of a search. Any such items seized may be:

- Returned to the parent or guardian of the student from whom the items were seized;
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized;
- Turned over to law enforcement officers; or destroyed

### **Good Neighbor Policy/ “Conduct Becoming”**

Good behavior makes Caurus Academy a safe and pleasant place for everyone. It also creates the most conducive environment for learning. Whether in class, at recess, at lunch, or on the way to and from school, all students are expected to do the following:

- Be courteous and respectful to others.
- Conduct themselves in a reasonable and cooperative manner.
- Recognize the authority of a teacher, administrator, or other school staff members or volunteers.
- Use school appropriate language.
- Exhibit self-control in settling differences of opinion.
- Follow all school rules.

- Respect other people's personal space and property.
- Not engage in any behavior that endangers the health or safety of others.

Students must not trespass on the private lawn or in any way interfere with the property of private citizens. Disturbance or damage to students or students' property, even in fun, is not permitted. Also, restitution may be required. Conduct becoming of a student at Caurus Academy is expected at all times when representing the school in the community.

### **Video Surveillance Notification**

To help support a safe environment, video surveillance cameras are in use twenty-four hours a day. The video system provides coverage for both the interior and exterior portions of campus, including the parking lots.

### **Parking**

Because of the limited number of parking spaces available, permits will be offered to upperclassmen who meet eligibility requirements:

1. The vehicle must be properly licensed and insured.
2. The student must have a valid Driver's License/Registration.
3. A Parking Permit Application must be completed and signed by the student and parent.
4. A parking sticker must be visible.

Parking in the lot without a permit, or failure to comply with parking regulations, will result in disciplinary action. Above all, drive safely. We want to keep Caurus Academy a safe place for everyone.

### **Personal Property**

Caurus Academy assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner. This includes but is not limited to electronics, musical instruments, sporting equipment, etc...

### **Electronic Devices**

Caurus Academy prohibits students from using electronic devices to disrupt the educational environment. Teachers may grant permission for students to use electronic devices to meet educational goals in the classroom. These devices can be a distraction to the learning environment. Students are solely responsible for the proper use and security of any personally owned electronic device that they bring onto Caurus Academy property or to sponsored activities. Students should not share or loan electronic devices. Students should understand that they bring an electronic device on campus at their own risk. Caurus Academy assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus.

### **Social Media Use**

Student social media use, including that which is created or originated off campus, amounts to misconduct that may result in consequences if the electronic communication:

- Breach's school policy
- Leads to, or creates substantial disruption to the learning environment
- Creates reasonable fear or harm to another student's or school personnel's person or property
- Threatens school violence

## **Caurus Academy Discipline Matrix**

Administration will exercise discretion when determining consequences and may assign a more, or less, severe consequence than outlined in the guidelines below.

An asterisk (\*) indicates that the violation must be reported to ADE.

A double asterisk (\*\*) indicates that the violation must be reported to ADE and a police report may be filed.

<b>Infraction</b>	<b>Definition</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
* Alcohol (use, possession, under the influence, sale)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	3 Day Suspension	Expulsion
**Arson	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)	10 Day Suspension Restitution	Expulsion Restitution
*Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)	K-5: 3 Day Suspension  6-12: 5 Day Suspension	K-12: Expulsion
*Bullying/Cyber Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology.	Conference or Mediation	Expulsion
*Burglary/Breaking and Entering	Entering or remaining unlawfully in or on school property with the	Restitution	Expulsion Restitution



	intent to commit any theft or any felony therein. (A.R.S. §13-1507)		
Cheating/Plagiarism (Academic Dishonesty)	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Loss of Credit Parental Contact	5 Day Suspension Loss of Credit
Dangerous Instrument/Device	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury	3 Day Suspension	Expulsion
Defamation	Wrongfully injuring another person's reputation through a written, spoken or electronic communication that is not otherwise privileged under the law.	Mediation	Expulsion
Disorderly Conduct Disruption of the Learning Environment	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 13-2904)	3 Day Suspension	10 Day Suspension
Disrespect Defiance Non-Compliance	Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel.	Detention Mediation	3 Day Suspension
Ditching	The failure of a student to attend his or her scheduled class at the prescribed time and place or leaving class before the prescribed ending time without authorization.	Detention	3 Day Suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines.	Change of Clothing	1 Day Suspension
**Drugs	Chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. Over the counter nonprescription pharmaceuticals fall into this definition, unless the student has complied with the school's policy for such	1-5: 10 Day Suspension  6-12: Long Term Suspension	1-12: Expulsion

	medication. Medication for cessation of smoking needs to be checked through the front desk; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-a-like drug. The term “drugs” includes anything that looks like drugs.		
Drug Paraphernalia	Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.	Long Term Suspension	Expulsion
Electronic Device	Inappropriate use of cell phones, pagers, media players or other electronic items, whether operational or nonoperational.	Short Term Confiscation	3 Day Suspension
*Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight	1 Day Suspension	Expulsion
*Fighting	When two or more people engage in any violence toward each other in an angry or quarrelsome manner.	1-5: 3 Day Suspension 6-12: 5 Day Suspension	1-12: Expulsion
Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	3 Day Suspension	10 Day Suspension
**Firearm	Minors are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111)	Expulsion	
Forgery/Falsification	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying).	Detention	10 Day Suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Detention	3 Day Suspension
*Hazing/Harassment	The persistent or repeated annoying or tormenting of another. (A.R.S. § 15-2301)	Mediation	Expulsion
**Hate Speech	Any written, oral, or electronic communication that manifests	3 Day Suspension	Expulsion

	malice towards others based on their race, gender, or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech, gang paraphernalia, symbols or gestures.		
Roughhousing Horseplay	Rough boisterous play or behavior.	Mediation	3 Day Suspension
Leaving Campus without Authorization	Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the Principal or designee.	Detention	3 Day Suspension
Pornography	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	Detention	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Detention	1 Day Suspension
**Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.	1 Day Suspension	3 Day Suspension 5 Day Suspension 10 Day Suspension Expulsion Restitution
**Sexual Abuse	For definition, refer to A.R.S. §13-1406.	5 Day Suspension	Expulsion
**Sexual Assault	For definition, refer to A.R.S. §13-1406.	Expulsion	
**Sexual Harassment	Discrimination based on gender includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)	3 Day Suspension	Expulsion
**Sexual Harassment with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	3 Day Suspension	Expulsion
**Sexual Misconduct	The use of verbal, written, electronic or physical actions or any language that is sexually	3 Day Suspension	Expulsion

	demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling another's underclothing, possession or distribution of pornographic materials		
Tardy	Failure to be at a designated location at a specified time.	Detention	3 Day Suspension
Technology Misuse Computer Tampering	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility. This includes the unauthorized access of any computer, computer system, or network.	Conference	10 Day Suspension
*Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by school insurance.	1 Day Suspension Restitution	10 Day Suspension Restitution
*Threatening Intimidating Behavior	To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying.	Mediation	Expulsion
Threat	An incident that cannot be coded in one of the other categories but did involve a school threat.	Mediation	Expulsion
*Tobacco (including e-cigarettes/vape juice/e-liquid/pods)	Refers to smoking tobacco (e.g., cigarettes, cigars), smokeless tobacco (e.g., dip, chew, snuff, or twist). NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events,	3 Day Suspension	10 Days Suspension

	is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. § 36- 798)		
Trespassing Loitering	Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. § 15-841)	1 Day Suspension	10 Day Suspension
Truant Truancy	Being absent from class or school ten percent of the school year or having five unexcused absences.	Detention	3 Day Suspension Loss of Credit
*Vandalism	Willful destruction or defacement of school or personal property.	3 Day Suspension Restitution	Expulsion Restitution
Vehicle Violation	Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.	Loss of Parking Permit	10 Day Suspension
Verbal Abuse Profanity	The use of profanity or any derogatory language stated publicly.	Detention	3 Day Suspension
**Weapons	Includes but is not limited to a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocketknife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. (A.R.S. § 13-3102(11))	Long Term Suspension	Expulsion
**Weapons Sale of/Distribution	Sale of the above weapons.	Long Term Suspension	Expulsion

### Acceptable Use for School Computers

The school's networked computers include filtering software, to guard against incoming material, as well as a firewall to protect the network's confidentiality. However, it is the student's responsibility to use the technology in an appropriate manner. **The use of school computers is for educational purposes only.** The use must be in support of education or research. Students must abide by the following when using the school's technological equipment:

- If there is need for repair or replacement, there will be a \$100 fee assessed for the damaged computer.
- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang related, threatening, racially offensive, or illegal. Transmission of any data/material in violation

of any Federal or Arizona State Regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene materials and anarchist or terrorist information.

- Not use the network in a way that would disrupt the use of the network by others. The reconfiguration or modification of hardware, software or network components is strictly prohibited. Violations may result in both disciplinary actions by the school as well as reports to law enforcement authorities.
- Not vandalize school hardware or the network system. This includes both physical and logical damage. Physical vandalism is defined as any action performed with the intention of destroying, defacing or damaging school hardware. Logical vandalism is defined as any attempt to harm or destroy the school's network system, other users' data, or any other agency or network that is connected via the internet. This form of vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses, worms' logic bombs, mail bombs, Trojan horse programs, or software utilized to scan the network for passwords or confidential information.
- Understand that email on networks should not be considered absolutely secure and private and so therefore should not be accessed on school computers.
- Instant messaging and chat rooms are forbidden. While they are blocked by filtering software, any student who chooses to figure out how to "go around" the filtering and access these sites may have a disciplinary consequence.
- Not use the internet for commercial use, financial gain, personal business, advertisement, or political activities.
- Never reveal or exchange any personal information over the internet.
- Abide by copyright regulations, thereby refraining from illegally copying copyrighted items or software.
- Print only when receiving permission from a teacher to do so.

### **Academic Integrity Policy:**

We at Caurus Academy believe in fostering an academic community that promotes success with credibility. To that end, we must nurture a climate of honor, integrity, and trust for all members of that community.

### **We expect members of our academic community to:**

- Work to achieve excellence in all activities, both in and out of the classroom
- Respect and support everyone (students, staff, faculty, and administrators) regardless of race, age, gender, background or beliefs
- Always exemplify a positive and mature attitude
- Be honest in word and action
- Be responsible and accountable for their actions

### **Supporting these beliefs is a top priority at Caurus Academy. As such, you will be held accountable for this Academic Code of Honor:**

- You will be accountable for your own behavior.
- Papers or homework will be your own and you will not copy or look at others work for the purpose of making it your own.
- You will do your own work, not work for others.

- You will complete homework and tests without the use of cheat sheets/electronic aides.
- You won't access or reproduce academic materials without authorization.
- You will take tests and complete assignments without participating in sharing unauthorized information orally, electronically, or in written form.
- You will take tests without sharing or receiving signals to other students.
- You will make sure that ideas or writings of others are not used without permission or are attributed as your own (plagiarism).

**The purpose of this code is to promote a positive learning environment for all involved. Specifically, regarding the classroom, students have responsibilities in the following areas:**  
**PREPARATION FOR CLASS:** For the teacher and student to be actively involved in a worthwhile classroom experience, Students will:

- Bring all necessary materials to class.
- Come to class with assignments prepared.
- Make sure they understand teacher's expectations for upcoming classes. Ask questions about anything they do not fully understand.
- Be actively involved as they prepare assignments for class. Formulate questions they might have about the material.

**IN CLASS:** Students will:

- Be in class on time.
- Make good use of class time by being focused on the lesson, avoiding side conversations.
- Be respectful of the teacher and fellow students.
- Take responsibility for carrying out his/her particular assignment in a collaborative situation, where applicable.

**MAJOR ASSESSMENTS:** Students will:

- Come prepared and put forth their best efforts.
- Read and follow directions carefully.
- Rely on their own preparation as they take the test; make an honest effort.
- Accept responsibility for what they know and what they don't know.

**ASSIGNMENTS/MINOR ASSESSMENTS:** Students will:

- Be good time managers; be realistic about the workload and plan ahead.
- Read and follow directions carefully.
- Seek only appropriate help from others.
- Give full and proper credit to sources.

**Any student who violates this code will be referred to the Principal and face the following MINIMUM consequences. More severe consequences may be assigned at the discretion of the Assistant Principal based on the severity of the infraction.**

**First Offense:** Loss of Credit, Parental Contact, Completion of Original Assignment

**Second Offense:** Loss of Credit, Parental Contact, One Day In School Suspension, Completion of Original Assignment

**Third Offense:** Loss of Course Credit, Parental Contact, Three Day Out of School Suspension, Completion of Original Assignment

\*Additional offenses could result in more severe consequences, including, but not limited to, expulsion\*

\*Students have the option to appeal the consequences assigned after investigation per the Caurus Academy *Family Handbook*\*

### **Hazardous Materials**

Any substance or item that is potentially hazardous, harmful or disruptive is prohibited.

Consequences may include confiscation of materials, parent notification, and possible additional disciplinary action.

### **Student Dress and Appearance**

Caurus Academy's uniform policy is listed below for grades 1<sup>st</sup>-8<sup>th</sup>.

- Leggings: Leggings can only be worn UNDER shorts or skirts, NOT as a uniform bottom. Students who come to school with only leggings will be asked to call home for an additional bottom. Jeggings (leggings with stitches) are not allowed.
- Outerwear: Only outerwear in the approved color pallet (navy blue, Carolina blue, white, and khaki) will be acceptable. This includes sweatshirts, sweaters, long sleeve shirts, and coats.
- Spirit Wear: Approved Spirit Wear includes Husky Pride shirts, Dude Be Nice t-shirts, Husky Pride hoodies, Caurus Athletic t-shirts, and school sponsored experiential education sweatshirts (CIMI/Tonto Creek).

As part of Caurus' culture, students will continue to be allowed to show their individuality through their choice of socks, shoes, and accessories.

Students must dress in uniform. Students are required to wear **solid Carolina blue, solid navy, or solid white polo shirts**. Polo shirts must have collars and sleeves. Exceptions to solid light blue, navy or white polo shirts are **Caurus Spirit Wear tops** (Husky Pride shirts, Dude Be Nice t-shirts, Husky Pride hoodies, Caurus Athletic t-shirts/hoodies, and school sponsored experiential education sweatshirts (CIMI/Tonto Creek)). These shirts must be worn with **solid navy or khaki pants, shorts, skirts, leggings, and skorts**. *No athletic shorts/stripes, jeans or jeggings (leggings with stitching), only SOLID navy/khaki bottoms are acceptable.*

Shorts and skirts must be no higher than five inches above the knee. Their appearance may not interfere with the educational process, nor pose a health or safety hazard. If necessary, the student's parents will be notified, and the student may be sent home. The school reserves the right to prohibit clothing or accessories that have the following:

- Obscene statements or pictures.
- Statements advocating immoral or illegal behavior.
- Statements of disrespect or other messages that staff believe to be disruptive or inappropriate.



- Bandanas, hair nets, accessories or clothing and clothing styles that present a health or safety problem or are representative of a gang or gang membership.
- Clothing which is revealing (such as tube tops, tops with spaghetti straps, short shorts (more than 5 inches above the knee), off the shoulder shirts, short or slit skirts (more than 5 inches above the knee), clothing that exposes the midriff, visible undergarments, clothes with holes that are revealing, etc.) is prohibited.

Jewelry shall not be worn if it presents a safety hazard or creates a distraction that impacts the learning environment for the student or others.

Clothing that is excessively baggy and can interfere with a student's safe movement will be prohibited.

Spirit Wear can be worn in lieu of uniform clothing any day of the week. Acceptable Spirit Wear consists of Husky Pride shirts, Dude. Be Nice t-shirts, Husky Pride hoodie, Caurus Athletic t-shirts/hoodies, and school sponsored experiential education sweatshirts (CIMI/Tonto Creek). School uniform approved bottoms are a necessity.

In addition, Caurus Academy athletes will be allowed to wear their jersey/uniform with an approved school uniform bottom on game days.

Dress down days may be authorized by site administrators. On these particular days students are allowed to dress in appropriate non-uniform attire.

\*If you need clarification on jeggings, please call the Front Desk at 623-466-8187.

### **High School Student Dress Code and Appearance Standards**

Caurus Academy's uniform policy for high school students is listed below. The policy is meant as a guide, may not cover every specific item, and the Caurus Academy Administrative leadership reserves the right to address and enforce standards of dress at their discretion.

As part of Caurus' culture, high school students will be allowed to show their individuality through their choice of clothing, socks, shoes, and accessories as long as it is in good taste, is not a distraction to other students, and as determined by the administration. The Caurus Academy administrative leadership has the final say on any and all violations according to their interpretation and discretion.

1. Shorts and skirts must extend lower on the leg than the wearers extended fingertips when their arms are hanging outstretched at their sides. The appearance of the shorts or skirt may not interfere with the educational process, nor pose a health or safety hazard. If necessary, as deemed by the Caurus administrative leadership, students' parents will be notified, the student will be asked to change, and/or the student will be sent home.
2. Caurus Academy prohibits the following and reserves the right to address students accordingly if clothing displays:
  - a. Obscene or vulgar statements or pictures. This includes but is not limited to any clothing that displays vulgar, offensive, obscene or libelous words or pictures; that demean others on the basis of race, sex, religion, creed, national origin,

- gender, sexual orientation, or disability; that promote alcohol, tobacco, drug use, or violence; or that are otherwise contrary to the school's educational mission.
- b. Statements advocating immoral or illegal behavior.
  - c. Statements of disrespect or other messages that staff believe to be disruptive or inappropriate.
  - d. Bandanas, hair nets, accessories, or clothing and clothing styles that present a health or safety problem or are representative of a gang or gang membership.
  - e. Representation of a tobacco, alcohol, drug, or other inappropriate company or brand.
  - f. Clothing that is revealing (including but not limited to - tube tops, tops with spaghetti straps, low cut V-necks, strapless shirts, short shorts or skirts, off the shoulder shirts, skirts with slits in the material, clothing that exposes the midriff, see-through garments and garments that show undergarments, clothes with excessive holes, leggings cut specifically to accent the buttocks (jeggings, leggings with stitching, etc.)).
  - g. Trench coats or oversized jackets that present a safety hazard or that can conceal large items.
- 3. Jewelry shall not be worn if it presents a safety hazard or creates a distraction that impacts the learning environment for the student or others. No jewelry will contain symbols or representation of any illegal, immoral, or derogatory activity or organization. Body piercings that present a safety hazard or hinder performance in a classroom are not allowed. Jewelry or other expensive accessories are worn at the student's own risk. Caurus Academy is not responsible for lost or stolen items.
  - 4. Excessively baggy clothing is prohibited. At no time will a student's underwear show above their pants. Clothing will not be so baggy that it interferes with natural movement, must be continually held in place with a hand, or present a safety or health hazard.
  - 5. Sleeveless garments must fit closely under the arms. Clothing should have adequate coverage to allow for a full range of movement without skin or undergarments showing. Undergarments must not be visible.
  - 6. Shoes or sandals must always be worn on campus according to state law and for student health and safety.
  - 7. Butterfly shorts are not permitted.
  - 8. Leggings must be dark in color. No light-colored leggings (white, cream, pink, yellow, etc.) or leggings cut specifically to accent the buttocks (jeggings, leggings with stitching, etc.) will be permitted.
  - 9. Wallet chains are not allowed.
  - 10. Students are not allowed to wear hats, hoods, or any other head gear within school buildings or classrooms except for medical or religious purposes.

1. Every infraction will result in an email home to the parents. If the problem persists, a phone call home may be necessary.
2. Student will be given the option to wear a "Dress Code" shirt provided by the staff or call home for a shirt to be brought to the school. If a call home is placed, and the student refuses to wear a "Dress Code" shirt, they will be placed in In-School Suspension (ISS) until a shirt is brought to the school by the parent.
3. If the student refuses both of the above options, the student will be placed in ISS until a parent comes to pick them up. The student will go home for the rest of the day and will also be subjected to a possible suspension.
4. "Dress Code" shirt, they will be placed in In-School Suspension (ISS) until a shirt is brought to the school by the parent.

#### Out of Dress Code - Bottoms

1. Every infraction will result in an email home to the parents. If the problem persists, a phone call home may be necessary.
2. If pants are excessively baggy and falling below the waistline, the student will be given a warning and told to fix the issue. A string may be provided to tie up the pants around the waist. The student may also call home to have appropriate bottoms brought to school.
3. A second infraction will result in a call home and ISS until appropriate bottoms can be brought from home.
4. Refusal of the above action to remedy the problem will result in ISS until the parent comes to pick up the student for the day. Refusal may also result in suspension.

The HS dress code and all associated guidelines are within the student handbook and are posted on the school website at [www.caurusacademy.org](http://www.caurusacademy.org).

For those students that violate dress code, the following policy will be enforced:

1. Teachers will dress code students during Homeroom by sending offenders to the Front Desk.
2. The Front Desk will log student, and put a blue wristband on him/her, as well as offer a change of clothes (if possible).
3. The following logical/progressive discipline will be put in place following a dress code violation:
  - First Infraction: Parent notified via email by Front Desk Assistants, change of clothing provided (if possible)
  - Second Infraction: Parent notified via phone by Front Desk Assistant, change of clothing provided (if possible)
  - Third Infraction: Student detention, parent notified via phone by Front Desk Assistant, change of clothing provided (if possible)
  - Fourth Infraction: One day in-school suspension, parent notified via phone by site Administrator, change of clothing provided (if possible)

The uniform dress code guidelines are posted on the school website at [www.caurusacademy.org](http://www.caurusacademy.org)

## **Student Health**

### **Immunizations**

The state immunization law requires all students to have an immunization record on file for school attendance. If your child is exempt from immunizations, he/she must have a signed exemption on file. These forms can be acquired from the Front Office. All immunization records needed must be on file prior to the child attending school. If your child does not have immunizations on file, he/she may not be allowed to attend class until the situation has been remedied. Please bring updated immunization records to the Front Office.

### **Emergency Medical Procedures**

It is important that your “Emergency Information and Immunization Record Card” is completely filled out and accurate. We will refer to this card if your child has a medical emergency. The designated individual whom you have indicated to call first will be notified immediately. If necessary, 911 will be called to assist your child.

### **Medications**

Caurus Academy provides a locked storage area for all medications. **All medications must be in their original containers.** Caurus Academy does not provide any over the counter medications, including cough drops, aspirin, Tylenol, or ibuprofen. Cough drops are considered medication.

**Parents must fill out a Medication Form for all medications. Forms can be obtained from the Front Office.**

A designated Front Office staff member or the School Nurse will administer medication at prescribed times. If a child’s medication is changed, it is the responsibility of the parent to notify the school in writing regarding the change. Any medication left at the end of the school year will be disposed of in an appropriate manner.

In order to protect all students, no medications of any kind are allowed in the student’s possession. If a student is in need of the personal possession of an inhaler or epinephrine pursuant to HB2229 and SB1309, then arrangements can be made with school administration.

### **Communicable Disease**

The control of communicable diseases during the school year is a difficult problem and a serious responsibility. The first responsibility must fall upon the home because parents know the normal appearance of their children and should be the first to detect the signs of illness. (The symptoms of a cold are the symptoms of many communicable diseases.) The following rules will help control communicable diseases and illness in the school community. Please keep it as a convenient reference.

- Do not send a child to school if there are signs of illness.
- Do not send a sick child to school for a teacher to decide if the child should be in school. If in doubt, parents should call their physician.
- If a child is sick, keep other people away from the child.

Some signs and symptoms of acute illness are:

Runny nose; headache; sneezing/coughing; diarrhea; rash; restlessness at night; nausea/vomiting; swelling of face/neck; red, crusty, or watery eyes; earache; flushed face or paleness; fever

If a child comes to school ill or becomes ill while at school, parents will be notified by telephone. Parents will then need to make immediate arrangements to pick up the sick child. The child will remain in the Nurse's Office or isolated with adult supervision in the classroom until the parent/guardian arrives.

**KEEP THE CHILD HOME UNTIL THE CHILD'S TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS WITHOUT THE USE OF FEVER-REDUCING**

**MEDICATION (normal temperature is 98.6 F).** Take the temperature at 4:00pm each day. If the temperature is above normal, keep the child home the next day and take the temperature again at 4:00 p.m. Continue this process until the temperature is **NORMAL FOR 24 HOURS**, then the child may return to school. Early morning temperatures usually register low. The afternoon temperature is a more accurate one to use to decide whether a child may come to school. If a child shows any sign of the above symptoms, the child should be kept home until the parent has checked with the family's doctor. If every parent follows this procedure, it will do much to improve and provide a healthy environment for our students.

Call the Front Office as early as possible to report any illness. Fill out Emergency Cards on each child and keep the information on these cards current by telling the Front Office when changes have occurred throughout the year.

**School Property/Personal Property**

Students are expected to take responsibility for care of their schoolbooks, equipment and facilities. If a student loses or damages these items beyond normal wear, the parent/guardian may be held liable for repair or replacement. If a student's inappropriate behavior results in damage to school property and/or other property, the parent is responsible for damages and disciplinary action may result.

Students are discouraged from bringing personal property to school. The school is not responsible for damage to loss or theft of any personal items brought to school.

There are no personal toys permitted at school during regular school hours. "Toys" include, but are not limited to cell phones, smart watches, personal electronic devices, iPads, tablets, mp3s, and other toys which are not directly needed for class. Toys brought to class will be removed from the classroom for after school play or sent home. If a toy is brought to school again, the staff reserves the right to remove any toy that is inappropriate, misused, or causing a problem to be picked up after school by a parent/guardian. If this situation persists, the object will be taken and held until the end of the school year. The school is not responsible for any lost or broken valuables.

**Student Records and Personal Information**

The *Family Educational Rights and Privacy Act of 1974 (FERPA)* provides for parents' right to inspect, review and seek corrections of a child's educational records. Student records may be released to authorized school personnel or another school the student wishes to attend. Student records will be released to others only with the signed, written, and dated request form from the person legally responsible for the student. More information regarding FERPA can be accessed at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Withdrawal Procedure**

If you choose to withdraw your student from Caurus Academy, you must come in and complete a Withdrawal Form. The state requires that parents fill out such a form before a student is officially withdrawn. The receiving school should request a copy of this form prior to the student enrolling at the new school. Please call before coming in to ensure that the form is prepared upon your arrival.

## **Caurus Academy High School Policies and Procedures**

*These policies and procedures are specific to Caurus Academy High School students.*

### **Attendance Expectations:**

Attendance has a direct connection with mastery of the content. In addition, regardless of excused/unexcused absences anything over 10% of the enrolled time is considered to be excessive. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in ASRS section 15-802, subsection B, paragraph 1.

### **Policy Change Per Semester:**

- **At 5 absences** - a letter will be emailed home explaining the next steps
- **At 8 absences** - at the administrator's discretion, the student will meet with an administrator to discuss the fact that they are in jeopardy of losing credit for those classes. Letter sent home via mail/email to parents.
- **At 13 absences** - at the administrator's discretion, students will be informed that they have been put on no credit status for whichever individual classes accrued more than 12 absences. The student can appeal the loss of credit in a hearing with their parents/guardians that will take place towards the end of the semester. Late work will no longer be accepted.

**NO CREDIT STATUS:** The student is required to attend class, complete assignments, and take exams. Classroom behavior and attitude will be taken into consideration during the appeal. A progress grade will be kept while the student is on no-credit status. The progress reports and report cards during the semester will be marked with an "NC" until the appeal hearing.

### **Late Work Policy:**

Excused absences: the student has the number of days missed to make-up the work for full credit.

Unexcused absences: the student can turn in late/missed work at a reduced maximum score of 75%.

Late work: will not be accepted after 10 school days from the assignment. No late work from previous quarters will be accepted unless it is an excused absence, and the work was turned in within the number of days missed.

Any student who has accumulated 8 or more absences in a semester must make up work after school in the teacher's classroom after or before school. This allows the teacher to be present to teach the missed concept.

### **College and Career Readiness/ ECAP**

All Caurus students are given post-secondary planning opportunities. This includes the following information:

1. **The college admissions requirements for Arizona universities** include the following mandatory courses and credits for high school graduates:

- 4 credits English

- 4 credits Mathematics (Algebra, Geometry, Algebra II, and an advanced math for which Algebra II is a prerequisite)
- 3 credits Science (Biology, Physical Science, Chemistry)
- 3 credits Social Studies (World History, US/AZ History, Government/Economics)
- 2 credits of the same Foreign Language
- 1 credit Fine Arts/CTE
- 5 credits Electives

Check with your university of choice for updated information. Students applying to in-state schools are strongly encouraged to apply by October 1<sup>st</sup> of their senior year.

## **2. Out of State and Private College/University Admissions**

Out-of-state and private colleges differ considerably in requirements. Interested students should consult the college website for more information about application deadlines and admissions requirements because some colleges may require SAT II tests in addition to ACT or SAT scores. Many colleges have firm deadlines. The student should check with the college.

**3. Students and parents are encouraged to access [collegeboard.org](http://collegeboard.org) for college admissions requirements and other helpful information pertaining to college and SAT testing, as well as many scholarship opportunities.**

### **Closed Campus Policy**

Caurus Academy High School is a closed campus facility. High school students may not leave the school grounds during the school day unless they have an approved shortened class schedule, attend classes at another approved educational institution, are assigned to an approved internship/work program, or have an authorized reason to go over to the K-5 facility. Requests for release of students during the school day, for reasons not noted above, will be recognized from parent, legal guardian, or authorized emergency contact person only.

High school students may not leave campus unless they have their parent, legal guardian or authorized emergency contact person sign them out of school through the Front Office.

Students, staff, and visitors entering and leaving campus are only permitted to do so through the authorized door. All perimeter doors and gates are to remain locked to prevent entry of any unauthorized individuals.

All visitors must sign in through the Front Office and obtain a visitor pass.

### **Grade Point Average (GPA)**

Grade Point Average is calculated for each student for the purpose of reflecting a student's academic achievement over his/her high school experience.

Grade points are provided for each grade as follows:

<b>Grade</b>	<b>Grade Points</b>	<b>Honors</b>
A+	4	5
A	4	5
A-	3.667	4.667

B+	3.333	4.333
B	3	4
B-	2.667	3.667
C+	2.333	3.333
C	1.667	2.667
C-	2	3
D+	1.333	2.333
D	1	2
D-	1	2
F	0	0

**\* Students will not receive credit for a course if they earn an F in the course.**

To calculate the GPA, you add the sum of the grade points and divide by the number of credits taken. The calculation is as follows:

GPA = Sum of grade points ÷ Number of credits taken

Honors courses are offered at Caurus Academy High School. Honors credits are earned for successful completion of these courses. Honors credits are weighted 1.333 as compared to 1.0 for non-honors classes.

### **Weighted vs. Un-weighted GPA**

Caurus reports grade point average on official transcripts as weighted. Caurus does not report un-weighted GPA.

### **Graduation Requirements**

The Governing Board of Caurus Academy and the State of Arizona have mandated 22 credit hours as necessary for graduating from Caurus Academy High School. Students must also meet state testing requirements in order to meet graduation requirements.

#### **Credits for Graduation:**

English	4
Mathematics	4
Science	3 (must be lab sciences)
Arizona/US History	1
Government/Economics	1
World History	1
Fine Arts or CTE	1
Electives	7
<i>Total Credits</i>	<i>22</i>

### **Pre-Registration**

During pre-registration, typically held in the early spring, students have considerable choices in selecting their courses for the following year. Parents and students need to understand, however, that there remain some limitations.

- Some classes may not be offered as a result of insufficient enrollment.



- Some classes may be cancelled due to programmatic needs.
- Class schedules are typically determined by seniority of grade—senior schedules are determined first, then juniors, then sophomores, and finally freshmen. As a result, many freshmen may not receive their requested electives. Alternate electives will be used in the order listed by the student on the pre-registration sheet.
- Some classes offer limited enrollment because of the facility (for example, use of the weight room, computer room, art room).

When students do not receive their requested courses, their alternate choices will be used as a guide. Caurus staff reserve the right to use the alternate choices when necessary. Caurus staff will make selections based on availability when students fail to note their alternative courses.

### **Prerequisites:**

Students who are sophomores, juniors, and seniors and are returning students must meet the prerequisites to enroll in the course.

Students new to Caurus should work with the counselor who will interpret the students' official transcript and try to determine an appropriate placement. Caurus staff is not responsible for incorrect class placement if no official transcript is available at the time of registration. Parents and students who wish to consider the possibility of enrolling in a class when the prerequisites have not been met will be required to get teacher and counselor input, and administrative approval, prior to enrollment.

## **Caurus Academy High School Policy on Acceptance of High School Transfer Credit**

High school students who transfer to Caurus Academy High School must provide an official transcript to be reviewed by Caurus Administration during the enrollment process. All transfer credits are subject to review, regardless of the issuing institution. Courses that meet Arizona state or national academic standards will be transferred as a core course to meet Caurus and Arizona state high school graduation requirements. Elective courses and courses that do not meet Arizona state or national academic standards will be awarded elective credit only.

### **Outside Credit**

Students must obtain permission prior to enrolling for courses that will be used towards graduation requirements. Transcripts, in this case, must be received by the registrar by April 1st of senior year. Students should first contact the site administration. The student may not be allowed to participate in commencement if this is not done.

Acceptable reasons for taking coursework outside of Caurus:

- Caurus does not offer the course.
- The student's schedule contains a conflict.
- The course will further develop the student's career or college opportunities.
- The student needs or wants to take more than six courses a year.

**Students will not be given permission to substitute a course offered with one taken off campus if prior approval has not been obtained**

## **Schedule Changes**

Parents and students should be aware that Caurus has policies and practices that limit opportunities for making changes to a student's schedule, and at times, eliminates opportunities for changes.

Pre-registration enrollment numbers are used to create the master schedule. As a result, students must carefully consider their choices when submitting pre-registration information or when enrolling.

The Caurus administration reserves the right to change student schedules without parent permission in order to better balance class size, create a safer environment, or other reasons to improve the education of the student and educational climate of the school.

## **Consideration Pertaining to Schedule Changes**

Caurus does not make schedule changes for the following reasons:

- The student would prefer a different teacher.
- The student would prefer a class with a friend.
- The student would prefer their classes in a different order.

Acceptable reasons for schedule changes include:

- A course requested is canceled due to low enrollments.
- The student has already received credit for the same course.
- The student has completed an Independent Study, correspondence course, or Summer School course.
- The student has failed a class required for graduation.
- The student did not complete appropriate prerequisite class(es).
- Balance the difficulty of the class schedule over the school year or to balance class sizes.
- Adding a course needed to graduate on time or adding a course required for college admission.

## **Level Changes**

Caurus considers courses in the Honors Program to differ significantly in their curriculum and topic sequencing. As a result, **no schedule changes will be made after the first full week of the school year to move a student to or from Honors Program classes and regular classes of the same subject.** Therefore, it is imperative that students and parents choose courses carefully, using the Honors Program self-assessment as well as the student's past academic related behaviors and work habits.

- Student schedules will not be changed simply because the student's grade is lower than desired.
- Students will not be granted a level change at semester. If students are experiencing problems, it is expected that students (and parents) will work with the teacher to monitor and adjust the work habits necessary for the desired improvements and that the student will regularly attend conference period.
- Teacher initiated level changes may be allowed, provided the "problem solving process" (outlined previously) has been followed, but level changes not supported by the teacher will not be permitted.

## **Drop/Add**

Students who wish to change their schedule must do so during times determined by the Caurus administration. Students may not drop a class after the designated drop/add periods.

The times for changing schedules are as follows:

- **For the following school year, changes can be made as late as the end of July.**
- **During the first two weeks of the school year, classes may be changed upon availability.**

All schedule changes require parent permission and teacher input. When registering, students are **STRONGLY** reminded to remember the commitment they are making to those classes. A student must continue to attend their scheduled classes until their new schedule has been processed by the counselor.

**\*\* A student must submit a completed and signed SCHEDULE CHANGE FORM prior to the second week of the school year in order to have their schedule change considered.**

Caurus courses are yearlong, half credit courses and for this reason second semester schedule changes will not be made unless there are special circumstances. In order to change their schedule during the second semester, a student must receive administrative approval.

### **Problem Solving Process**

It is expected that students and parents will work with the teacher and counselor when encountering difficulties. It is not an acceptable practice for students and/or parents to request a schedule change first. It is a rare occasion when a schedule change is completed after the first full week of school and is only done when it is determined that:

- The student is making a sincere effort to do the work in the class.
- The student is regularly making contact with the teacher in the classroom and before/after school in order to ask questions.
- The student and parents have worked with the teacher to understand the scope and nature of the problems causing difficulties.
- The student and parents have consulted with the counselor, so that the counselor can offer general support and can talk to the teacher with the student.

If it is agreed upon that there has been consistent effort by and communication between the student, parents, teacher, and counselor, and there has not been improvement, then it may be necessary for the administrator to approve a schedule change.

### **Transcripts**

ALL transcripts must be mailed directly from the Records Office of the school where the credit was earned to be considered an official transcript. Caurus can only send official Caurus transcripts. To request a Caurus Academy High School transcript, the student must fill out a form in the Front Office or may email the registrar at [pcruz@edkey.org](mailto:pcruz@edkey.org). All transcripts take 24-48 business hours to process. Students are responsible for providing the mailing address for the receiving institution.

