

# CAVIT

# Student Handbook

2014-2015 School Year



*All Signs Lead to Success at CAVIT*



## **CENTRAL ARIZONA VALLEY INSTITUTE OF TECHNOLOGY**

1789 W. Coolidge Avenue ~ Coolidge, AZ 85128

Phone: (520) 423-1944 ~ FAX: (520) 423-1822

[www.cavitschools.org](http://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 front 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 Unless expressly superseded by controlling federal or state statutes, regulations or court decisions, this policy will prevail in all matters concerning staff members, students, the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. Juanita Montijo (520) 423-1944  
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. Wilbur Freeman, 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, ten programs are available: Aesthetics, Cosmetology, Dental Assistant, Emergency Medical Technician, 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 1st Session: 7:00 - 9:00a.m.  
Mid-Morning 2<sup>nd</sup> Session: 9:30 - 11:30a.m.  
Afternoon 3<sup>rd</sup> Session: 12:30 - 2:30p.m.  
Cosmetology Session (summer): 8:00a.m. - 5:00p.m.  
Cosmetology II Session: 12:30 – 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 check out at 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, 2014-Independence Day
- August 22, 2014-Teacher Inservice No School
- September 1, 2014-Labor Day
- September 19, 2014-Teacher Inservice No School
- October 20-24, 2014-Fall Break
- November 7, 2014-Teacher Inservice No School
- November 11, 2014-Veteran's Day
- November 26-28, 2014-Thanksgiving Break
- December 22, 2014-January 2, 2015-Winter Break
- January 19, 2015-Martin Luther King, Jr. Day
- February 6, 2015-Teacher Inservice No School
- February 16, 2015-President's Day
- March 6, 2015-Teacher Inservice No School
- March 23-27, 2015-Spring Break
- April 3, 2015-In-Lieu Day
- April 10, 2015-Teacher Inservice No School
- May 21, 2015-Last Day of Classes

## **ACCREDITATION**

CAVIT School is accredited through the 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-Dental Assistant National Board
- Emergency Medical Technician-Arizona Department of Health Services
- Fire Science-Arizona Fire Marshall's Office
- Massage Therapy-Arizona Massage Therapy Board
- Nursing Assistant-Arizona AHCCS (Direct Care Worker Year One course) and Arizona Board of Nursing (Nursing Assistant Year Two course)
- Veterinary Assistant-National Association of Veterinary Technicians in America

## 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](http://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, you 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**

<b>A</b>	<b>Exceeds skill requirements</b>	<b>90-100%</b>
<b>B</b>	<b>Meets and often exceeds skill requirements</b>	<b>80-89%</b>
<b>C</b>	<b>Meets minimum skills requirements</b>	<b>70-79%</b>
<b>F</b>	<b>Failure</b>	<b>69-0%</b>

**Students must obtain an "A" or "B" grade each semester in order to continue in the CAVIT program. Students receiving a failing grade or "NC" (No Credit for excessive absences) will not be eligible to continue at CAVIT the following semester.**

## **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**

**CAVIT School Newsletter** – Administrative publication mailed out quarterly to students and parents.

## **ACHIEVEMENT HONORS**

**National Technical Honor Society (NTHS)** – 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:

- Cumulative GPA of 3.25 or higher at the student's home school
- An "A" grade in every CAVIT class
- Experience serving in CAVIT leadership positions
- Participation in HOSA, SkillsUSA or Fire/Law Explorer's local and state activities

**Student of the Month** – 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.

**Superintendent's Honor Roll** – Awarded quarterly to students with zero unexcused absences and an "A" grade in CAVIT class.

**Perfect Attendance:** In order to qualify as for the quarterly perfect attendance recognition, a student must:

- Be present in classes every day that school is in session, except when on verified home school business (i.e., sports, field trips, other school-related activities).
- Have no suspensions (in-school or out-of-school).
- Have zero unexcused absences.
- Have zero tardies.

**Certificate of Program Completion** – Each student successfully completing a two-year program at CAVIT will be eligible to receive a Certificate of Program Completion in the field of his/her training. In order to second year students to receive their end-of-program certificate; a student must achieve an "A or B" grade, as well as, satisfactory attendance their final semester.



**Dual Enrollment College Credit** – Students in the advanced programs are eligible to earn dual enrollment credit from Central Arizona College and/or Pima Community College. Central Arizona College requires students to meet reading requirement prior to the first day of classes of the second year in order to receive college credit.

## **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 will occur if the student earns more than nine (9) unexcused absences in a semester. If a student attains more than nine (9) unexcused absences 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.

**5<sup>th</sup> Unexcused Absence**-To prevent students from unknowingly losing credit, the Attendance Secretary will send a letter home at the fifth (5<sup>th</sup>) unexcused absence. It will state that if the student attains five (5) more unexcused absences, the student will lose credit.

**7<sup>th</sup> Unexcused Absence**-To prevent students from unknowingly losing credit, the Attendance Secretary will send a letter home at the seventh (7<sup>th</sup>) unexcused absence. It will state that if the student attains seven (7) more unexcused absences, the student will lose credit.

**10<sup>th</sup> Unexcused Absence**-At the tenth (10<sup>th</sup>) unexcused 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) unexcused 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:** A student with a chronic health condition that affects his/her regular school attendance, which is identified by a licensed medical professional, will need to submit a chronic absence form to the Attendance Office. CAVIT will provide appropriate educational opportunities for that student, according to school board policy. Advanced students with a continued chronic medical condition will need to submit a new chronic absence form signed by their doctor at the start of their second year.

## 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 5<sup>th</sup> and 7<sup>th</sup> unexcused absence.
2. Notify the parents by mail when the student has reached his 5<sup>th</sup> and 7<sup>th</sup> unexcused absence in one semester. Parents will be informed of potential loss of high school credit in each mailing.
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 is determined. Students will be allowed to remain in class for the remainder of the semester, but will not receive high school credit. Advanced students will not receive a certificate of program completion nor be eligible to sit for industry examinations if loss of credit is given.**

## 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.

**Attendance Phone Number  
(520) 423-1944**

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

## ATTENDANCE LOSS OF CREDIT APPEAL

If a student loses credit due to excessive unexcused absences, he/she may request to appeal the decision for credit reinstatement. Students and parents must sign the attendance appeal form and return it to the Attendance Secretary. While the form is reviewed, students should continue to attend class and complete assigned work. Appeals will be heard by an Appeals Committee at the end of each semester and the committee's decision is final. A student, and parent if requested, must appear in person before the Appeals Committee. Failure to do so will be an automatic denial of restoration of credit.

## 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.
- **Emergency Medical Technician and Fire Science** – CAVIT will provide program shirt and pants. 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			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Verbal warning by teacher.	Teacher makes a call to parent.	Parent conference scheduled with teacher.	Administrative review

## 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.

## 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.

## CELL PHONES

The use of cell phones, tablets, and other handheld electronic devices is allowed per district policy. It is the teacher's decision as to how these can be used for educational purposes during class time. The school and teacher are not responsible for loss or damage to student devices. Failure to follow classroom directions is considered disruption of the school day, or failure to cooperate with school personnel, which may result in disciplinary consequences.

Student and parent cooperation is essential in an emergency situation and cell phone use will be restricted during such times until cleared by staff. This will enable the school to effectively communicate with students, parents, and proper authorities during the situation.

## TELEPHONE

In the case of an emergency, students may request permission to use the telephone in the office.

## GENERAL RULES OF CONDUCT

**Use of 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.

**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."

**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.

**Gum, candy, food or beverages** are not allowed in 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.

**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.

**Unbecoming conduct** displayed during the regular school day or while attending a school function, whether on campus or off, may result in the student being suspended, expelled, or banned from attending further events depending on the seriousness of the offense.

**Behavior** intended to intentionally intimidate or demean another person or group on the basis or racial or ethnic background has a uniquely destructive effect on the school climate, often eroding in insults or intimidation. A student who intimidates, provokes, threatens, bullies or uses physical force against another person may be suspended or expelled.

**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.

**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.

**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.

**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.

**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.

## **VANDALISM/PROPERTY LOSS**

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. This includes all electronic devices.

## **LIABILITY OF PARENTS**

Any student who cuts, defaces, or otherwise injures any school property may be suspended or expelled and upon complaint of the Governing Board, the parents/guardians of such students shall be liable for such damage.

## **VULGAR OR OBSCENE LANGUAGE**

Any person who uses vulgar, abusive or offensive language or gestures shall be guilty of disorderly conduct.

## **INSULTING A TEACHER OR DISTURNING SCHOOL**

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

## **FIRE/CRISIS DRILLS**

State laws require periodic fire/crisis drills. In evacuations, students are to file out of the building in an orderly manner and stay in a group with their teachers. During lockdown drills, students are expected to follow teacher instruction and stay in the classroom. All drills and authentic crisis should be treated in the same manner. Cell phone usage is prohibited during an emergency situation until authorized by staff. This is done so that miscommunication will not negatively impact a situation.



## 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. This includes while being a passenger in any school vehicle.

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 or 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.
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## **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**

NOTE: 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 and local law enforcement.

<b>Violation</b>	<b>Definition</b>	<b>Minimum</b>	<b>Maximum</b>
<b>AGGRESSION</b>			
<b>Verbal Provocation</b>	Use of language or gestures that may incite another person or other people to fight.	Conference, 1 day suspension	3-5 days suspension, long-term suspension or expulsion
<b>Minor Aggressive Act</b>	Student engages in non-serious but inappropriate physical contact i.e. hitting, poking, pulling or pushing.	Conference, 1 day suspension	3-5 days suspension, long-term suspension or expulsion
<b>Disorderly Conduct</b>	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses	Conference, 3-5 days suspension	Long-term suspension or possible expulsion

	a threat to the health, safety, and/or welfare of students, staff, or others.		
<b>Recklessness</b>	Unintentional, careless behavior that may pose a safety or health risk for others.	Conference, 1-3 days suspension	5-9 days suspension, long-term suspension
<b>Endangerment</b>	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm.	1-5 days suspension	Long-term suspension, expulsion
<b>Fighting</b>	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	1-5 days suspension	Long-term suspension, expulsion
<b>Assault</b>	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person at risk of imminent physical injury; or (3) knowingly touching another person with intent to injure.	1-5 days suspension	Long-term suspension, expulsion
<b>*Aggravated Assault</b>	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a school employee engaging in a school-related activity.	1-9 days suspension	Expulsion
<b>Aggression, Other</b>	Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others.	Conference, 1-3 days suspension	5-9 days suspension, long-term suspension or expulsion

**ALCOHOL, TOBACCO, AND OTHER DRUGS**

Types of Drugs: Inhalants, Prescription Drugs (inappropriate use of), Over the Counter Drugs (inappropriate use of), Ecstasy, Cocaine or Crack, Hallucinogens, Heroin, Marijuana, Methamphetamines, Imitation drugs, Other illicit drug, Unknown drug, Drug Paraphernalia, and Substance represented as illicit drug.

<b>Alcohol Violation</b>	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.	5-9 days suspension with referral for services	Expulsion
<b>*Drug Violation – (use, possession, under the influence)</b>	Chemical substances, narcotics, prescription, medications, inhalants, controlled substances, synthetics substances, or substances that students represent to be chemical substances, narcotics, or	5-9 days suspension with referral for services	Expulsion

	controlled substances.		
<b>*Drug Violation – (sale or distribution)</b>	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	5-9 days suspension, long-term suspension	Expulsion
<b>Drug Violation – (over the counter use, possession, under the influence)</b>	The term-drug means any narcotic drug, dangerous drug, marijuana or peyote.	Formal conference, 1-5 days suspension	Long-term suspension or expulsion
<b>Drug Paraphernalia</b>	Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.	1-9 days suspension with referral for services	Expulsion
<b>Tobacco Violation</b>	Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, or twist). NOTE: Possession of tobacco products on school grounds, buildings, parking lots, playing fields and vehicles and at off-campus school-sponsored events is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300.	1-5 days suspension with referral for services	6-9 days suspension, long-term suspension, or expulsion
<b>ARSON</b>			
<b>Arson of a structure or property</b>	Damaging a structure or property by knowingly causing a fire or explosion.	Long-term suspension, expulsion, restitution	Expulsion, restitution
<b>*Arson of an occupied structure</b>	Damaging an occupied structure or property by knowingly causing a fire or explosion. An occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs.	Expulsion, restitution	Expulsion, restitution
<b>ATTENDANCE POLICY VIOLATION</b>			
<b>Tardy</b>	Arriving at school or class after the scheduled start time.	Formal conference, 1-3 days suspension	5-9 days suspension
<b>Leaving School Grounds without permission</b>	Leaving school grounds or being in an out-of-bounds area during regular school hours without permission of the Superintendent.	Parent conference, detention, 1-3 days suspension	5-9 days suspension and loss of driving privileges
<b>Unexcused Absence</b>	When a student is not in attendance for an entire day and does not have an acceptable excuse.	1-3 days suspension	5-9 days suspension and possible loss of credit
<b>HARASSMENT, THREAT AND INTIMIDATION</b>			
<b>Harassment, Nonsexual</b>	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats.	Formal conference	5-9 days suspension, long-term suspension
<b>Bullying</b>	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	Formal conference, 1-5 days suspension	Long-term suspension, expulsion, referral for services

	powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology.		
<b>Threat or Intimidation</b>	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	Formal conference, 1-3 days suspension	5-9 days suspension, referral for services
<b>*Hazing</b>	Any 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: (a) 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, and (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.	1-5 days suspension	Long-term suspension, expulsion
<b>LYING, CHEATING, FORGERY OR PLAGIARISM</b>			
<b>Cheating</b>	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Formal conference, 1-3 days suspension, possible loss of credit on assignment	5-9 days suspension, long-term suspension and possible loss of credit in class
<b>Forgery</b>	The act of falsely or fraudulently making or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent. This includes identity theft.	Formal conference, 1-3 days suspension	5-9 days suspension, long-term suspension and possible loss of credit in class
<b>Lying</b>	To make an untrue statement with intent to deceive. To create a false or misleading impression.	Formal conference, possible loss of credit on assignment	1-2 days suspension and possible loss of credit in class.
<b>Plagiarism</b>	To steal and pass off the ideas or words of another as one's own.	Formal conference, 1-3 days suspension, possible loss of credit on assignment.	5-9 days suspension, long-term suspension and possible loss of credit in class.
<b>SCHOOL POLICIES, OTHER VIOLATIONS OF:</b>			
<b>Defiance, Disrespect Towards Authority, and Non-Compliance</b>	Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel.	Formal conference, 1-3 days suspension	5-9 days suspension, removal from class, long-term suspension
<b>Combustible</b>	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and	Formal conference, expulsion	Formal conference, expulsion



	lighter fluids.		
<b>Contraband</b>	Any item whose use, possession, sale or distribution is prohibited because it may disrupt the learning environment.	Formal conference, expulsion	Formal conference, expulsion
<b>Disruption</b>	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	Formal conference, 1-3 days suspension	5-9 days suspension, removal from class, long-term suspension
<b>Dress Code Violation</b>	Clothing that does not fit within the dress code guidelines stated in school or district policy.	Change of clothing, notify parent	Change of clothing, 3-5 days suspension
<b>Fire Alarm Misuse</b>	Intentionally ringing a fire alarm when there is no fire.	1-3 days suspension	5-9 days suspension
<b>Gambling</b>	Playing games of chance for money or to bet a sum of money.	Formal conference, 3-5 days suspension	Long-term suspension, expulsion, referral for services
<b>Language, Inappropriate</b>	The use of profanity or any derogatory language stated publicly.	Formal conference, 1-3 days suspension	5-9 days suspension
<b>Negative Group Affiliation</b>	Specific attitudes and actions of a student affiliated with a negative group which manifests malice toward others based on their race, gender or ethnicity. This includes hate speech and gang activity.	Formal conference, 1-3 days suspension	Long-term suspension, expulsion
<b>Public Display of Affection</b>	Kissing, hugging, fondling or touching in public.	Verbal warning, conference, parent notification, 1-3 days suspension	5-9 days suspension
<b>SEXUAL OFFENSES</b>			
<b>Pornography</b>	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	Formal conference, 1-5 days suspension, referral for services	Long-term suspension, referral for services, possible expulsion
<b>*Indecent Exposure or Public Sexual Indecency</b>	For definition of Indecent Exposure, refer to A.R.S. 13-1402. For definition of Public Sexual Indecency, refer to A.R.S. 13-1403.	1-9 days suspension, long-term suspension, expulsion	Expulsion
<b>*Harassment, Sexual</b>	The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	1-9 days suspension, long-term suspension, expulsion	Expulsion
<b>*Harassment, Sexual with Contact</b>	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	1-9 days suspension	Long-term suspension or expulsion
<b>*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation</b>	For definition of Sexual Abuse, refer to A.R.S. 13-1404. For definition of Sexual Conduct	Expulsion	Expulsion

<b>Sexual Assault (Rape)</b>	with a Minor, refer to A.R.S. 13-1405. For definition of Child Molestation, refer to A.R.S. 13-1410. For definition of sexual assault, refer to A.R.S. 13-1406.		
<b>TECHNOLOGY, IMPROPER USE OF:</b>			
<b>Computer, Network, Telecommunication Device</b>	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. This includes the unauthorized access of any computer, computer system, or network.	Formal conference, possible suspension from all computer use for 1-2 weeks, alternate assignments for lab work, 1-3 days suspension, confiscate any item	Possible suspension from computer for the remainder of the school year, 5-9 days suspension
<b>THEFT</b>			
<b>Theft</b>	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 district insurance.	1-5 days suspension, restitution	Long-term suspension, expulsion, restitution
<b>*Burglary (First Degree)</b>	For definition, refer to A.R.S. 13-1406.	10 Day Suspension / Restitution	Expulsion / Restitution
<b>*Burglary or Breaking and Entering (Second or Third Degree)</b>	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein.	1-9 days suspension	Expulsion
<b>Extortion</b>	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.	1-5 days suspension	Long-term suspension, expulsion
<b>*Robbery</b>	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.	1-5 days suspension, restitution	Long-term suspension, expulsion, restitution
<b>*Armed Robbery</b>	In the course of committing robbery, person is armed with a deadly weapon or simulated deadly weapon.	Expulsion	Expulsion
<b>TRESPASSING</b>			
<b>Trespassing</b>	To enter or remain on a public	1-3 days suspension,	5-9 days suspension, long-term

	school campus without authorization or invitation and with no lawful purpose for entry. This includes students serving a suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave by the superintendent or designee of the school.	possible formal trespass by officer	suspension, expulsion and/or arrest
<b>VANDALISM OR CRIMINAL DAMAGE</b>			
<b>Graffiti or Tagging</b> <b>*Vandalism of Personal Property</b> <b>*Vandalism of School Property</b>	Writing on walls, drawings or words that are scratched, painted, sprayed on walls or other surfaces in public places.	Formal conference, 3-5 days suspension and possible restitution	Long-term suspension, expulsion, possible restitution
<b>WEAPONS AND DANGEROUS ITEMS</b>			
<b>*Firearm (including Destructive Devices)</b>	Any loaded or unloaded handgun, pistol, shotgun, rifle, starter gun, or destructive device (including bombs and grenades) or other firearm or destructive device that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. This includes explosive, combustible or poisonous gas.	Long-term expulsion, expulsion	Expulsion
<b>*Other Weapons</b>	May include but are not limited to bully clubs, brass knuckles, knife with a blade of at least 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-1301.	1-9 days suspension, long-term suspension	Expulsion
<b>*Dangerous Items Simulated Firearm</b>	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	Confiscate item, conference with parent/student, 1-5 days suspension	Long-term suspension and/or expulsion

## STUDENT DUE PROCESS-SUSPENSION/EXPULSION DISCIPLINARY RECORD KEEPING

1. **Discipline**—Discipline is administered to the Superintendent/designee, the faculty and the staff.
2. **Referral**—Students will be referred to the Superintendent/designee for violations outlined in the foregoing sections "Discipline Guidelines" and when their disruptive behavior interrupts the educational process.

3. **Due Process**-Students in the District 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; and
- must have chance to present an alternative factual position if the accusation is denied.

4. **Short Term Suspension**-If the superintendent or designee decides that the alleged misconduct warrants a consequence of a suspension for ten (10) days or less, the superintendent/designee shall give the student an informal hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the superintendent/designee, his or her defense or position concerning the alleged violation. After the termination of the hearing, the superintendent/designee, upon the basis of all facts and information learned, shall determine the guilt or innocence of the student. If the student is found to be guilty, a consequence or suspension may be imposed for a period of time not to exceed ten (10) days. If a suspension is imposed, the superintendent/designee imposing the suspension shall keep a record of the aforesaid proceedings.

There is no appeal process for a short term suspension of 10 days or less. However, a parent may request a campus administrative review of the campus procedures that resulted in discipline.

After the administration's review is complete, the superintendent's/designee's decision is final.

5. **Long Term Suspension**-If the Superintendent/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be suspension in excess of ten (10) days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of ten (10) days or an expulsion. When a student is charged by the superintendent/designee, the parent(s) or guardian of the student shall be informed within a reasonable time by telephone or letter of the charges against the student. The suspension shall be in accord with pertinent Arizona Revised Statutes. The ability to make up work for credit during long term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

If a school administrator believes that a long term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent(s) in writing.

If a long term suspension is scheduled, the District will send by certified mail, or deliver, or cause to be mailed or delivered, notice of the hearing to the student's parent(s) at least five (5) working days prior to the hearing. The notice shall contain:

- The time, date and place of the hearing.
- The name of the hearing officer.
- A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
- A copy of Policy JKD and A.R.S. 15-840 through 15-844.
- A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or his parent(s) will have an attorney present.

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. In the event the District is unable to contact the parents or guardians after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent(s) within five (5) days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long term suspension.
- State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
- Inform the parent(s)/guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

**6. Suspension Due to Clear and Present Danger**-If in the best judgment of the superintendent/designee after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the superintendent or designee may suspend the student from the school pending a hearing and disposition of the case.

**7. Long Term Suspension Appeal**-If the hearing officer recommends a long term suspension, the Governing Board will be informed, in writing, of that decision. Parent(s)/legal guardians may appeal the decision for long term suspension based on one of the following reasons:

- There was substantial non-compliance with policy JKD.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

To appeal the decision of the hearing officer, parents must deliver a letter to the superintendent within five (5) working days after receiving notice of the decision of a long term suspension. The letter must describe in detail all objections to the hearing or the decisions rendered at the hearing. The Governing Board will review written material forwarded to them by the hearing officer and the parent's/legal guardian's letter of appeal. If the board feels more information is necessary, they will conduct another hearing. No new evidence can be admitted at the appeal hearing. The Governing Board will review the material in executive session. Unless requested in writing by the parents, the executive session will be closed. Upon review of the written material in executive session, the Governing Board may uphold, modify, or rescind the hearing officer's decision.

**8. Expulsion**-The hearing officer may recommend that a student be expelled from the school district. That recommendation will be forwarded to the Governing Board, who will act upon it. Parent(s)/legal guardian(s) may appeal the recommendation for expulsion based on one of the following reasons:

- There was substantial non-compliance with policy JKD.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The decision imposed by the hearing officer was unreasonable considering the circumstances present.

The Governing Board will consider a hearing if there is an appeal of the hearing officer's recommendation for expulsion from the parent. The Governing Board will review the written material from the hearing officer and the parents and will hear testimony from the hearing officer, the school officials, and the student's family. No new evidence can be admitted at the appeal hearing.

The Governing Board will conduct the hearing in executive session. Unless requested in writing by the parent(s)/guardian(s), the executive session will be closed. If the parent(s)/legal guardian(s) disagree that the hearing, held by the board, should be held in executive session, it shall be held in an open meeting unless:

- If only one student is subject to the proposed action and disagreement exists between that student's parent(s)/legal guardian(s), then the board, after consultation with the student's parent(s)/legal guardian(s), shall decide in executive session whether the hearing will be in executive session.
- If more than one student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parent(s)/legal guardian(s) and legal counsel from attending any executive session pertaining to the proposed disciplinary action or from having access to the minutes and testimony of such executive session or from recording such a session at the parent's/legal guardian's expense.

**9. Readmission**-When a student is expelled, the student's parent(s)/legal guardian(s) may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

**10. Student Disciplinary Record Keeping**-Each superintendent or designee shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary actions shall be retained for at least four (4) years after program completion or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but are not limited to, suspension and referral of cases to police and juvenile authorities.

The accounting for pupils subject to disciplinary action shall contain an entry of:

- Pupil's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to effect an adjustment, including the specialized help secured before referral, i.e. conferences with parent(s)/legal guardian(s), conference with superintendent, conferences with other school personnel, referrals to department of pupil, personnel services, etc.
- Final disposition of the case.
- Name of the person(s) imposing the action or actions.
- Statement of clarification by student or parent(s)/legal guardian(s) if either wishes.

**11. Superintendent/Designee Review**-In case of a suspension which is for ten (10) days or less, and there has been no recommendation for long term suspension, the student/parent may request, in writing, a review of the situation/discipline. Once the superintendent/designee reviews the stated concern(s), the superintendent/designee shall notify the student/parent of the final determination.



# Central Arizona Valley Institute of Technology

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Phone: (520) 423-1944 Fax: (520)423-1822

[www.cavitschools.org](http://www.cavitschools.org)

## 2014-2015 School Year

July				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October				
M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Summer Cosmo Program
Teachers Report to CAVIT
First/Last Day of Classes
Holidays- No School
Teacher Inservice- No School

November				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January				
M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April				
M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May				
M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

July 4-4th of July Holiday	January 19-MLK Jr. Holiday
July 21-25-Teachers Report to CAVIT	February 6-Teacher Inservice-No School
July 28-First Day of Classes	February 16-President's Day Holiday
August 22-Teacher Inservice- No School	March 6-Teacher Inservice- No School
September 1-Labor Day Holiday	March 23-27 -Spring Break
September 19-Teacher Inservice-No School	April 3-In-Lieu Day
October 20-24-Fall Break	April 10-Teacher Inservice-No School
November 7-Teacher Inservice-No School	May 21-Last Day of Classes
November 11-Veteran's Day Holiday	May 25-Memorial Day Holiday
November 26-28-Thanksgiving Holiday	
December 22-January 2-Winter Break	

