



**2011 – 2012**  
**Central Program Handbook**



Dear Student,

The Coconino Association for Vocations, Industry and Technology would like to congratulate you on your acceptance into your Central Program of Study for the academic school year 2011 – 2012.

Please read the contents of this handbook carefully. Once you and your parent or guardian have reviewed this handbook, please return all signed required forms to your high school career counselor prior to completing this school year for the summer break.

You will be hearing from us over the summer with instructions regarding the start of your program of study in the fall.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Klass".

Superintendent



**COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY & TECHNOLOGY  
GOVERNING BOARD**

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- JAC HEISS.....Superintendent

**CONTACT INFORMATION**

CAVIAT  
P. O. Box 3940  
Page, AZ 86040

District Office – 928.645.2737  
Central Programs Flagstaff, Grand Canyon, Williams – 928.853.4703  
Central Programs Page – 928.645.2737  
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Superintendent – 928.814.3663

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

Coconino Association for Vocations, Industry & Technology (CAVIAT) does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities. For information regarding discrimination grievance or procedure complaints, contact the Superintendent.



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## **WELCOME**

Welcome to CAVIAT. CAVIAT is a joint technical education district that is dedicated to providing students innovative opportunities in Career and Technical Education (CTE) programs of study that will prepare them to enter the workforce and/or pursue higher education.

## **WHAT IS CAREER AND TECHNICAL EDUCATION?**

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.

## **CAVIAT CENTRAL PROGRAMS**

CAVIAT Central Programs are enhanced CTE programs of study that are offered at post-secondary institutions, industry and/or CAVIAT owned facilities. These central programs may or may not follow a typical high school schedule. These programs allow students the ability to earn industry certification, college credit and internship opportunities.

While attending CAVIAT Central Programs, students are treated as college students. This differs somewhat from their home high school experience and it is important that parents/guardians and students are aware of these significant changes as indicated in this handbook.

## **CAVIAT SATELLITE PROGRAMS**

CAVIAT Satellite Programs are CTE programs that are offered at a member district high school campus and follow the traditional high school schedule. These CTE programs are partially funded by CAVIAT. These programs allow students the ability to earn industry certification, college credit and internship opportunities.

## **CAVIAT MISSION**

Provide students with the opportunity to acquire career related skills and ethics needed to become responsible members of society.

## **OUR PROMISE**

CAVIAT will improve and enhance career and technical education by:

- Collaborating and coordinating resources
- Expanding training experiences
- Providing opportunities for students to showcase their accomplishments
- Coordinating with regional businesses and industries to meet current and future training needs

## **CAVIAT MEMBER DISTRICTS**

CAVIAT provides career and Technical Education opportunities to the following school districts: Flagstaff, Fredonia, Grand Canyon, Page and Williams.

## **ATTENDANCE POLICY**

Students attending CAVIAT Central Programs will be subject to the terms and conditions for attendance established by the institution where the classes are being held. Success in the classes requires student and parent/guardian involvement. Success depends on time management and it is of utmost importance that students are punctual and attend regularly. Instructors are required to take attendance during each class. It is the student's responsibility to notify the instructor if they are planning on being absent. The following guideline is provided for the limit of unexcused absences a student is allowed prior to potential dismissal from a class:

If the class meets once per week, no more than **3 unexcused absences** are allowed per semester

If a class meets twice per week, no more than **6 unexcused absences** are allowed per semester

An absence may be excused if the student takes the responsibility to notify the instructor. Students may leave a telephone message or email the instructor to let them know they will not be in class. Please make sure this is done as soon as you find out that you will not be able to attend class. You can excuse an absence ahead of time by talking with the instructor prior to class.

Again, it is not the policy or custom of college instructors or administrative staff to immediately notify parents/guardians of a student absence and parents/guardians are advised to plan accordingly.

## **GRADING CRITERIA**

Students are awarded college credits for participation in CAVIAT Central Programs. These credits are accepted by the member school districts and applied to a student's graduation requirements. Some credits are accepted back as high school core academic credits while the remainder are accepted back as CTE elective credits. It is important to note that 3 college credits come back to the high school as a .5 high school credit. A student would need to complete 6 college credits in a given subject (i.e. English, Math or Science) in order to earn the equivalent of 1 high school credit in the same subject area.

## **CENTRAL PROGRAM CALENDARS**

Occasionally there are days when the home high school will be in session but the Community College or industry facility will not. If this should occur, once the morning classes at the home high school are completed the student may be released from school unless other classes/activities have been planned by the high school or CAVIAT staff. Parents and Guardians should be aware of these differences in schedules which typically occur during the first few days at the beginning of each semester, but may happen occasionally throughout the school year. CAVIAT will provide families with copies of school calendars which denote the differences

in schedules. This is done to facilitate transportation and student supervision by parents/guardians as they deem appropriate. Students may remain on the home high school campus until afternoon classes are dismissed, if they make the necessary arrangements with the home high school administration.

In addition, it is important to note that during the winter months, there may be days in which the home high school may close early or for the entire day due to inclement weather but the college or industry facility will remain in session. Since the transportation normally provided by the School District will not be available on those days, students will be responsible to provide for their own transport to and from the college. The Community College attendance policy does not exempt students for bad weather.

## **CLASS DROP POLICY**

**No student may drop from a class or program of study without first discussing this with their high school career counselor and a CAVIAT representative.** If a student drops out of a Central Program class for any reason, the student's high school counselor will make every effort to re-assign the student back into high school classes based on availability. If there is insufficient time remaining in the semester or lack of classroom capacity, arrangements may be made for students for early release in conjunction with parental notification. CAVIAT will not pay for students to repeat courses. If a student drops from a class, does not achieve a "C" or better, or fails a class within the program of study, and the student chooses to take the class at another time, the student is responsible for paying the tuition of the class. CAVIAT may choose to reimburse all or part of the tuition expense upon successful completion of the class.

## **STUDENT CODE OF CONDUCT**

1. The post-secondary institution offers its students the opportunity to learn in an environment where individual rights are respected. As in any group situation, respect for individual rights is best achieved when each group member acts in ways that are reasonable and responsible. Conduct is expected to be consistent with the learning environment and is subject to standards set by the College.
2. The Student Code of Conduct is designed for the promotion and protection of such an environment at the College and to balance the rights and needs of the individual with the responsibility of the individual to the College community.
3. Listed below are the conducts, which may lead to College disciplinary actions or possible dismissal:
  - A. Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the city, county, state, or nation.
  - B. Possession, use, solicitation, or distribution of intoxicating liquors, narcotics, controlled substances or illegal drugs on College-owned or controlled property.
  - C. Theft or conversion of College-owned property, possession of stolen property, or unauthorized entry into College-owned or controlled property.
  - D. Malicious destruction of College or personal property.
  - E. Endangering or threatening the life or physical safety of others or self, including detention or physical abuse of any person.

- F. Failure to meet financial obligation to the College.
- G. Falsification, misuse, or forgery of College records or documents including the Student ID card.
- H. Knowingly furnishing false or incomplete information to the College or to a College representative or official in response to an authorized request including a legitimate request by an identified College official that a person identify him/herself.
- I. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on College-owned or controlled property except as expressly authorized by the law or by institutional regulation.
- J. Behavior which interferes with the orderly functioning of the College, interferes with an individual's pursuit of an education, or disrupts the learning environment on College-owned or controlled property or during an authorized College class, field trip, seminar or other meeting, or College-related activity on or off College property.

While our students are attending on a college campus, CAVIAT defers to the college's Student Policies & Procedures. The above is taken from the college's Policies & Procedures handbook. To view the document in its entirety please visit the following web site:

<http://www.coconino.edu/president/policies/Pages/TOC.aspx>

## **DISCIPLINE POLICY**

Students are subject to discipline policies and administrative actions set forth by member districts and participating post-secondary institutions and industry facilities.

Students are expected to respect the rights of classmates, teachers and other school personnel. Students who violate the rights of others or who violate rules and regulations of the district are subject to appropriate disciplinary measures designed to correct their own misconduct.

Students are to refrain from racial/ethnic/gender/insults and/or intimidation.

Fighting is never appropriate on a Central Program campus.

Any behavior that initiates, advocates or promotes activities that threaten the safety or well being of persons or property on school grounds, or which disrupts the education environments is strictly forbidden.

Sexual harassment or sexual abuse will result in disciplinary action and possible police notification.

Students are prohibited from possessing, storing or using weapons, knives, firearms, explosive devices, and/or other dangerous instruments on Central Program campuses. Including inside vehicles on Central Program campuses.

Any students engaging in behavior or actions that threaten the safety or security of the campus will be disciplined accordingly.

In general, the conduct policies of the college are very similar to those of the high school. However, unlike in the high school setting, it is not the policy or custom of college instructors or administrative staff to immediately notify parents/guardians of misconduct nor do they retain students on the campus if they are suspended from class. As a result, offending students who are removed from a classroom may be unsupervised for the duration of that day. Parents/guardians are advised to plan accordingly.

### **STUDENT PROGRAM REINSTATEMENT**

If a student earns less than a “C” in a prerequisite class during the fall semester, the student will not be allowed to continue their program of study for spring semester. If a student earns less than a “C” in a prerequisite class during the spring semester, the student shall be required to pay for and retake said class prior to returning to the program in the fall. Proof of successful completion of the prerequisite class must be submitted by the student to a CAVIAT representative prior to beginning the fall session.

### **NON-FINGERPRINTED PERSONNEL AND ADULT STUDENTS PRESENT**

Under Arizona law, all persons who are employed by CAVIAT or the school district where CAVIAT classes are held are required to pass a criminal background check. However, parents and students should be advised that while attending CAVIAT Central Programs that there may be adult students and instructors present who are **NOT** required by law to undergo criminal background checks or fingerprinting procedures.

CAVIAT is not responsible for and is unable to conduct criminal background checks on persons who are not required to obtain fingerprint clearance under Arizona law.

### **TEXTBOOK RETURN POLICY**

Although not required by law, CAVIAT will provide textbooks for the students. Unless they are deemed to be consumables (e.g. workbook), it is expected that the student return the books in reasonably good condition at the end of each semester. If books are lost, replacement arrangements will be based on the student’s School District policy for lost books.

## TRANSPORTATION

Transportation of students is a privilege extended to students in a School District. It is the responsibility of both the driver and the students to do everything possible to make it a safe ride. The privilege of a student to ride a school bus is contingent upon the continuous observation of the safety rules and acceptable behavior.

### Safety Regulations

1. Follow the Bus Driver's directions.
2. Arrive at your established bus stop TEN (10) minutes PRIOR to the bus's scheduled arrival time.
3. All bus students shall give their full name to the bus driver at the beginning of the school year.
4. Bus driver may assign seats; students shall keep the same seat all year unless driver makes the change.
5. Be courteous, profane language is NOT allowed on the bus.
6. Stay in your seat until the bus comes to a complete stop, face forward, avoid destructive or dangerous behavior.
7. Do not smoke on the bus. (No drugs or tobacco products of any kind are allowed on the bus.)
8. Pets are NOT allowed on the bus.
9. Glass containers are NOT allowed on the bus.
10. Flammable materials, lasers, or weapons are NOT allowed on the bus.
11. Talk in a normal tone of voice.
12. Your bus conduct should be the same as what is expected in the classroom.
13. Students are responsible for the area in which they sit.
14. When you exit the bus and cross the street: walk 10 feet in front of the bus, look and listen for oncoming traffic, then cross.
15. When you are using headphones, only one earphone is to be worn while riding the bus.

I have read the bus safety regulations and understand them. I know that if I choose not to follow these rules and receive a School Bus Incident Report, the following will happen:

- 1<sup>st</sup> Incident Report: Parents will be notified and you will be warned about the consequences of choosing not to follow the rules.
- 2<sup>nd</sup> Incident Report: Parents will be notified and you will have chosen to lose all bus riding privileges for a period of three (3) to five (5) days depending on the severity of the offense. You MUST arrange your own transportation to and from school.
- 3<sup>rd</sup> Incident Report: Parents will be notified and you will have chosen to lose all bus riding privileges for a period of up to two (2) weeks depending upon the severity of the offense. You MUST arrange for your own transportation to and from school.
- 4<sup>th</sup> Incident Report: Parents will be notified and you will have chosen to lose all bus riding privileges for the remainder of the school year. You MUST arrange your own transportation to and from school.

**Certain very serious misbehavior may result in immediate removal of a student by administration.**

I understand that school administrators and transportation personnel support each other in appropriate disciplinary action for the violation of these rules to include loss of bus privileges.

**NOTIFICATION TO PARENTS/GUARDIANS REGARDING  
CONFIDENTIALITY OF STUDENT EDUCATION RECORDS**

[34 C.F.R. 300.612]

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The CAVIAT Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

No Child Left Behind Act of 2001 (NCLB);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the Joint District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the Joint District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the School discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this Joint School District.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by you, the School will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Joint School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the Joint District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the School to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

**Directory Information**

The Joint District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

The student's name.

The student's address.

The student's telephone listing.

The student's date and place of birth.

The student's electronic mail address.

The student's photograph.

The student's grade level.

The student's major field of study.

The student's dates of attendance.

The student's enrollment status (e.g., part time or full time).

The student's participation in officially recognized activities and sports.

The student's weight and height if a member of an athletic team.

The student's honors and awards received.

The student's most recently attended educational agency or institution.

If you do not want CAVIAT to disclose directory information from your child's education records without your prior consent, you must notify the District in writing within two (2) weeks of receiving this notice.



# Central Program Handbook Acknowledgement

**We have read and agree to the terms and conditions presented in the 2011/2012 CAVIAT Central Program Handbook including all verbiage regarding non-fingerprinted personnel and adult students present section on page 5.**

\_\_\_\_\_  
Student's Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***PLEASE SIGN AND RETURN THIS FORM TO YOUR HIGH SCHOOL CAREER COUNSELOR PRIOR TO BEGINNING YOUR CAVIAT CENTRAL PROGRAM. THANK YOU!***



P. O. Box 3940 ♦ Page, Arizona 86040 ♦ (928) 645-2737