



**2022 – 2023**  
**Central Program Handbook**



August 2022

Dear Student,

The Coconino Association for Vocations, Industry and Technology (CAVIAT) would like to congratulate you on your acceptance into your Central Campus Program of Study for the academic school year 2022-2023.

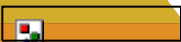
We encourage everyone to carefully read this handbook as it contains a lot of important information that will help you successfully complete the program. It is important to note that we have made some significant changes in content over the past several years. Once you have reviewed this handbook, be sure to sign and return all required forms to your high school career counselor or CAVIAT Program Coordinator.

Thank you and may you have a very successful school year!

Sincerely,



Brent Neilson Ed.D  
Superintendent  
Coconino Association for Vocations, Industry and Technology  
CAVIAT





**COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY & TECHNOLOGY  
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**CONTACT INFORMATION**

CAVIAT District Office  
P. O. Box 3940  
Page, AZ 86040  
(928) 645-2737 [www.caviat.org](http://www.caviat.org)

Central Campus – Page – 19 Poplar Street  
Central Campus – Flagstaff – 3000 N. Fourth Street Room B11  
Superintendent – 928.864.8379  
Program Coordinator – 928.613.2169 or 928.600.3328

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## Table of Contents

WELCOME.....	1
CAVIAT CENTRAL PROGRAMS.....	1
CAVIAT SATELLITE PROGRAMS .....	1
CAVIAT MEMBER DISTRICTS.....	1
REGISTRATION PROCEDURES.....	2
ATTENDANCE POLICY.....	3
<b>Attendance Probation .....</b>	<b>5</b>
GRADING CRITERIA .....	6
CENTRAL PROGRAM CALENDARS .....	7
GENERAL PROGRAM POLICY.....	7
WITHDRAWAL/DROP PROCEDURE.....	8
STUDENT PROGRAM REINSTATEMENT .....	9
TECHNOLOGY USE POLICY.....	9
TEXTBOOK RETURN POLICY .....	11
STUDENT CODE OF CONDUCT .....	11
DISCIPLINE POLICY.....	12
CAVIAT GOVERNING BOARD POLICIES.....	13
NON-FINGERPRINTED PERSONNEL AND ADULT STUDENTS PRESENT .....	13
TRANSPORTATION.....	13
Notification TO PARENTS/GUARDIANS REGARDING Confidentiality OF STUDENT EDUCATION Records .....	16
HEARING REQUEST .....	20

## **WELCOME**

Welcome to CAVIAT. CAVIAT is a career technical education district (CTED) 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.

## **CAVIAT CENTRAL PROGRAMS**

CAVIAT Central Programs are enhanced CTE programs of study that are offered at post-secondary institutions and/or CAVIAT owned or operated 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, college certification 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 MEMBER DISTRICTS**

CAVIAT provides Career and Technical Education opportunities to the following school districts:

Flagstaff ❖ Fredonia ❖ Grand Canyon ❖ Page ❖ Williams

## REGISTRATION PROCEDURES

All CAVIAT CTED Central Programs are open to any eligible high school aged sophomore, junior or senior student, who resides in one of the five member district boundaries.

Students who plan to register for CAVIAT CTED Central Programs will need to complete the following steps:

1. Speak to your high school Career Counselor or contact the CAVIAT Program Coordinator about which CAVIAT CTED program will work best for you to pursue your future career. Some CAVIAT CTED programs/classes may be located on a high school campus. CAVIAT CTED also offers programs at Community Colleges and at CAVIAT Central campuses. Your CAVIAT high school Career Counselor can help you choose which of these programs are best for you.
2. Complete the CAVIAT CTED application. These applications are available through your Career Counselor or online at [www.caviat.org](http://www.caviat.org). This is a “key” step in beginning the application process.
3. Each student and parent is encouraged to attend any one of CAVIAT’s open houses or program nights. These exploratory events are typically scheduled during the spring semester and are offered at the respective central campuses.

### Each student must provide:

- ✓ Completed CAVIAT CTED program application
- ✓ Educational institution admission form (including a valid photo ID)
- ✓ Concurrent enrollment form
- ✓ Any additional application materials specific to the program

4. In order to complete the registration process, **students and parents/guardians are required to attend** one of two scheduled Welcome Nights, which occur just prior to the start of the fall semester. At the Welcome Night, CAVIAT CTED, a representative from the Learning Center and the high school Career Counselors will be present to welcome all. The program policies and expectations will be reviewed as well as any additional paperwork, provided in your welcome packet, would be completed and returned at this time.
5. The application process is time sensitive, students will be placed in programs on a first come – first served basis based on the completion of the registration process. **Only students who have completed these steps will be admitted to a CAVIAT CTED Central Program.**

## **ATTENDANCE POLICY**

School attendance is required by law and is essential for success in CAVIAT Central Programs. Absences will be reported by classroom instructors to the CAVIAT Program Coordinator. Absences shall be excused only for necessary and important reasons, such as illness, bereavement, other family emergencies, or field trips and school functions as required by a student's home school. Students attending CAVIAT Central Programs will be subject to the terms and conditions for attendance established by the Learning Center 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 and report this information to the CAVIAT Program Coordinator on a regular basis.

### **Absences**

CAVIAT Central Program students are expected to attend school every day the class is scheduled to be in session. Absences from class make skill acquisition difficult and incomplete; thus, absences are very detrimental to success in any CAVIAT Central Program.

Instructors may request verification of absences from students.

Every student is required to be in class at the proper time and must stay for the entire class period.

Arriving late will be charged as a "tardy". Excessive tardiness will result in loss of class points based on the class syllabus and could result in removal from the class and/or the entire program.

**If a student is unable to attend class (including clinicals or labs), the student is expected to notify the instructor immediately in accordance with the instructions noted on the class syllabus.**

Parents and students should not expect deviations from the attendance policy. Parents expect the school and the teachers to follow all guidelines; and, likewise, the school would expect parents to cooperate with the attendance procedures. Continued absenteeism and tardiness from CAVIAT Central Programs may lead to failure in the class and/or disciplinary actions.

Parents are advised that instructors and staff do NOT notify parents of a student absence as it occurs. It is the student's and parent's responsibility to ensure attendance at all program classes.

CAVIAT CTED strictly adheres to Arizona State law (ARS-15-803) and CAVIAT CTED Policy, both of which require that students attend school at least 90% of the available class periods in order to receive credit. Simply put, any student collecting over 10 Attendance Marks (**Please see Definition Below**) at CAVIAT CTED in any class period during a semester will be placed on Attendance Probation and MIGHT risk loss of credit.

**Attendance marks are defined as any absence or tardy in any given class.** Any absence from class will result in an attendance mark being registered against the student. A student arriving late to class will be marked tardy and accrue an attendance mark for that period. Students late to any class without an excuse will be marked **absent**. Exceptions to the attendance mark policy may be:

- School administration excused absences listed below.
  - Administrator / Office
  - Late Bus
  - Adverse Weather
  - School Activities
  - Other Circumstances which in the administrators' judgment qualify.

State law also mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent/guardian to inform the school as to the reason for that absence. All absences not verified by parental or administrative authorization will remain unexcused. Please find below a listing of acceptable reasons under ARS 15-803 for a student to be absent from school that are excusable by their parent or guardian. In some instances school administration may require documentation:

- Bereavement
- Chronic Illness
- Illness / Medical
- Religious Holidays
- Vacation



Following are some other reasons that students miss school. These occasions are not excusable by a parent or guardian:

- Ditching / Truant
- Court Dates
- Juvenile Detention / Probation
- Runaway

The distinction between an Excused and Unexcused absence becomes very important as it relates to credit for work coming due during the time of the absence. Any classroom assignments that come due during a period of excused absence may be turned in upon the students return for full credit. Class work for excused absences must be made up within a time equal to the number of days of absence. Any classroom assignments coming due during a period of unexcused absence will be recorded as a zero in the teachers' record book.

**Please be advised:** School policy does not allow parents, guardians, or students to excuse absences after the fact. Absences must be reported, either in writing or via telephone, by the student's parent or guardian no later than 9:00 AM on the day of the students return.

Students wishing to leave campus for any reason during the school day must have administrative and parental permission. The student must follow the appropriate check out procedures in the attendance office before leaving campus or the absence will be considered to be truancy.

Students must be in the classroom prepared to work at the time class begins. Given the fact that students arriving late to class create a significant distraction to their classmates and to the instructor the following policy has been established.

Chronic tardiness will result in an administration referral and potential additional sanctions at the discretion of school administration.

### **Attendance Probation**

In the event that a student collects 10 attendance marks during a semester, that student will be placed on attendance probation for the balance of that semester. Formal, written notification may be sent via US mail to the parent or Guardian of the student within 5 school days of his/her placement on the Attendance Probation list. Once placed on the list progress grade reports for the affected student will, at the discretion of the site administrator, reflect either an "F" or an "LC" as opposed to their actual earned grade. Should the

student fail to appeal their Attendance Probation status or have their appeal denied the “LC” will be replaced by an “F” on their permanent transcript. An Attendance Probation appeal process will be organized by each school site. The process must include the following:

- A committee including at least one teacher, one counselor and one administrator.
- A submission deadline 10 or fewer days prior to the semester end date.
- An appeal committee meeting date after the submission date and prior to semester end.
- Minimum appeal content to include a persuasive essay written by the student, and parent confirmation of notification receipt.
- Written guidelines (Rubric) for committee use to determine the granting or denial of individual appeals.

Students possessing and filing a Chronic Illness Form signed by their physician and verified by the school's nurse will be exempt from academic probation.

The counseling department, or student's parents/guardians will have the ability to request “Special Circumstances” status for individual students. Those requests will be directed to the CAVIAT Superintendent. Upon administrative approval a student granted “Special Circumstances” will be exempt from academic probation.

**NOTE:** Parents and students are responsible for notifying the school or CAVIAT Program Coordinator of address/telephone changes.

## **GRADING CRITERIA**

**A grade of “C” or better is needed to remain in good standing with the CAVIAT Central Program.** For some Central Programs students are awarded college credits for participation. All college credits earned are official and are recorded on the student's college and high school transcript. **Failing grades and withdrawals can affect a student's future eligibility for financial aid.** 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 is 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 area in order to earn the equivalent of 1 high school credit in the same subject area. Please refer to the Central Program syllabus for equivalent high school credits earned.

## CENTRAL PROGRAM CALENDARS

Occasionally there are days when the home high school will be in session but the Learning Center 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. If a student is attending a Central Program on a community college campus or industry facility, **it is the student's responsibility to know if these campuses 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 their Central Program classes. The attendance policy does not exempt students for bad weather.**

All Central Programs offered on a CAVIAT Central Campus will follow the home high school academic calendar.

Refer to pages 20-25 for full school year calendars.

## GENERAL PROGRAM POLICY

A program of study offered on a community college campus consists of two (2) or more college courses each semester for a one (1) semester, one (1) year, or two (2) year period, depending on the program of study the student is enrolled in. **Students enrolling in a program of study are expected to successfully complete, with a "C" or better**, all courses as laid out in their respective program of study.

However, on occasion there may be compelling reasons to consider modifying an individual student's schedule based on illness, family issues or other extenuating circumstances. Should a student experience a circumstance which forces them to explore the option to deviate from their program of study, (this would include dropping a class or taking additional college classes

outside of the CAVIAT class schedule), said student must complete the **Hearing Request** form provided (see page 26), deliver this form to their respective Career Counselor immediately. The Career Counselor shall then refer the student and their parent (if so desired) to meet with a hearing committee, comprised of one CAVIAT CTED representative, one community college representative or the program instructor, and one school district representative in a reasonable period of time upon receipt of the request. The committee will consider the circumstances surrounding the student's request and will determine whether the student's request shall be permitted. The outcome shall be noted on the Hearing Request form as well as explained to the student and/or parent. Once the hearing committee has determined an outcome, the matter shall be closed.

If a student is granted permission to drop out of a Central Program, for any reason, the student's 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 space, arrangements may be made for students for early release in conjunction with parental notification.

CAVIAT Central Programs normally follow the academic calendar of the Learning Center. In the instance of a class being taught as a dual enrollment class on a high school campus, the class will follow the school district academic calendar. There are specific deadlines to drop with a "W" as set forth by such Learning Centers, so the above procedure must be initiated by the student to allow for enough time to achieve the due process by the set deadlines of the Learning Center.

#### **WITHDRAWAL/DROP PROCEDURE**

Any student who wishes to withdraw from a CAVIAT Central Program or a class after the first week of scheduled classes must complete the **Hearing Request** form (see page 26) and deliver it to the Career Counselor for immediate action. Please refer to the "General Program Policy" (see page 7) for detail on this process.

No student may drop from a class or program of study without first completing the **Hearing Request Form and Process** (see page 26) and delivering it to the Career Counselor for immediate action. Any drop or withdrawal form must be signed by the student and given to the CAVIAT Program Coordinator for processing. If a student drops a class or program of study without following this procedure, that student will be dropped from the CAVIAT program and will be responsible for any tuition that may apply.

## **STUDENT PROGRAM REINSTATEMENT**

**If a student earns less than a “C” in any class in their coherent sequence, he/she loses his/her eligibility to continue in their program of study.** If the student wishes to continue, on a probationary basis, they must request a **Hearing** with the Career Counselor and the CAVIAT CTED representatives, by completing the **Hearing Request** form (see page 26), who will make the final determination for the student to continue under defined terms and conditions as set forth from the hearing.

### **Technology Use Policy**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction.

**Definition of “Technology”** – Technology means a privately owned or CAVIAT issued wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

**Internet** – Only the internet gateway provided by the high school or college may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources at any time. Please be aware that filters mandated by the federal Child Internet Protection Act will not apply to the use of e-Readers off the high school campus.

**Security and Damages** – Responsibility to keep the device secure rests with the individual who has been issued the device. CAVIAT is not liable for any device stolen or damaged. If a device is stolen or damaged, it will be the responsibility of the student/parent/guardian to reimburse CAVIAT for the cost of the device and any replacement costs if the eBooks needed to be repurchased for the student to complete their program. It is recommended that the protective case provided with the device stay on the device to continue to protect it from damage.

### **Acceptable Use Policy**

By using a CAVIAT owned technology device, you will comply with all applicable laws, regulations and ordinances, including all laws relating to the protection of private information of an end user or private party, spamming,

intellectual property, consumer protection, child protection and welfare, obscenity or defamation. Additionally, you agree that, in using CAVIAT owned technology devices, your use will comply with the following provisions:

- You will not circumvent any access or use restrictions put into place to prevent certain uses of a school internet site;
- You will not interfere with or disrupt, violate requirements, procedures, policies or regulations of networks connected through a school internet;
- You will not upload, post, email, transmit or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software, hardware or telecommunications equipment; You will not use the internet in any manner that could damage, disable, overburden or impair a network;
- You will not disrupt or interfere with the security of, or otherwise cause harm to systems resources, accounts, passwords, servers or networks connected to or accessible through the internet;
- You will not initiate or engage in any surveys, contests, chain letters, junk email, pyramid schemes, spamming, or other duplicative or unsolicited messages;
- You will not use any data mining, robots, or similar data gathering and extraction methods in connection with the internet;
- You will not collect or store data about other users in connection with prohibited activities;
- You will not alter the operating system of the device you are issued in any way.
- You will not engage in any of the following activities or permit or encourage others to engage in any of the following activities:
  - Stalking, intimidation and/or harassment of another;
  - Incitement of others to commit violence;
  - Harming minors in any way;
  - Impersonation of any person or entity, or falsely stating or otherwise misrepresenting your affiliation with a person or entity;
  - Using your device to find material or items that are unlawful, harmful, threatening, abusive, tortuous, defamatory, libelous, vulgar, obscene, pornographic, lewd, profane, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable.

## **TEXTBOOK RETURN POLICY**

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

## **STUDENT CODE OF CONDUCT**

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 educational institution.

1. The Student Code of Conduct is designed for the promotion and protection of such an environment at the educational institution and to balance the rights and needs of the individual with the responsibility of the individual to the educational institutions community.
2. Listed below are the conducts, which may lead to 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, illegal drugs, or underage smoking 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.

When our students are attending a class or classes on a college campus, CAVIAT defers to the college's Student Policies & Procedures. Students attending on member district campuses will adhere to the respective member district Student Policies & Procedures.

Students will also be expected to participate in CCC's curriculum and college delivery systems, such as Canvas, ZOOM and any other Learning Management Platform determined by the instructor to be appropriate for the delivery of course content and approved by CCC as such.

### **DISCIPLINE POLICY**

Students are subject to discipline policies and administrative actions set forth by member districts and participating community college 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 a community 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 community 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.

### **CAVIAT GOVERNING BOARD POLICIES**

All student policies, approved by the Governing Board, are available for viewing at <http://z2.azsba.org/caviat>. All CAVIAT JTED students and parents are encouraged to familiarize themselves with the content therein.

### **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 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.

### **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. Stays 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 CAVIAT administration.** It is understood 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.

If the school district providing the transportation declares an early release and or cancels activities during the morning school session, transportation to and from the learning center shall also be cancelled.

If students have already been transported to the learning center and school closure occurs while students are at the learning center, the district will pick up students and return them to their home high school campus.

**If students choose to drive themselves to and from the educational institutions campuses, then it is the student's responsibility to purchase a parking permit and pay any and all parking tickets if issued.**

**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.

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.

Coconino Community College's policies regarding FERPA and parental access are different from CAVIATs. Information about college FERPA policies and release of information to third parties must be obtained through the Coconino Community College Registration Office by the student, in person at the College.



### HEARING REQUEST

Student Name: \_\_\_\_\_

Career Counselor: \_\_\_\_\_

Program: \_\_\_\_\_ Date of Request: \_\_\_\_\_

I am requesting a hearing for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

The student and/or parent(s) will be heard by the Committee composed of a representative from CAVIAT, the Community College (if a CAVIAT-CCC program), and the school district. If unavoidable, the rescheduling of this appointment must be completed no less than 24 hours prior to the Hearing. Failure to attend the scheduled Hearing will result in a denial of the request.

<b>FOR OFFICE USE ONLY</b>
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Committee outcome from the hearing:

\_\_\_\_\_  
\_\_\_\_\_

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

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

CAVIAT Representative Signature: \_\_\_\_\_

Date Rec'd \_\_\_\_\_ Date of Hearing \_\_\_\_\_ Copy to:

┆ Parent/Student ┆ Student File