

# CENTER FOR ADVANCED RESEARCH AND TECHNOLOGY



*High school graduates must be better prepared to compete in our new technology-based economy. Our nation is becoming increasingly reliant upon technology and our public schools must step up to the challenge of equipping our students for success in this dynamic economy. Current students will need to be prepared to change careers at least eight times during their life. Whether students go directly into the work force after high school or choose to continue their education, as most will need to do, our schools must adapt their curriculum and instructional strategies to match the needs of our economy.*

*The Center for Advanced Research and Technology (CART) is collaborating with higher education, government, and business and industry to prepare students for success in our new economy. This synergistic partnership allows the CART staff to develop curriculum and instructional strategies that provides students with real world experiences in preparation for life after high school.*

## STUDENT/PARENT HANDBOOK

**2015/2016**

## DISTRICT POLICIES

The Fresno and Clovis Unified School Districts sponsor CART. Only students classified as junior or senior status enrolled in either Fresno or Clovis Unified School Districts are eligible to apply and attend CART.

The policies of each student's district and high school apply while attending CART, CART activities, or traveling to and from CART and/or CART activities.

## CART POLICIES

### PERSONAL RESPONSIBILITY

*"Everything is connected to the real world in some way, and that makes everything we do make sense."* —CART Student

CART emulates a business environment and many of our local businesses are actively involved in the CART program. Our CART policies thus mirror many of the same policies that are found in these businesses. The CART staff strives to develop within each of our students the personal character and values that are required for success in the world of work.

It is a privilege for students to attend CART. CART students have additional freedoms not afforded to students at traditional high schools. These freedoms require students to self-regulate their behavior and assume additional responsibilities, thus emulating the world of work.

Students who choose to take advantage of the freedoms afforded to CART students, but do not assume the responsibilities tied to these freedoms, jeopardize the entire

CART program. Students who violate CART policies will be subject to behavioral consequences and may lose the privilege to attend CART.

### ATTENDANCE

CART students are expected to have regular attendance. The number one reason employees lose their jobs, according to our business partners, is due to a poor attendance record (poor being defined as less than 95% attendance). Due to the nature of the CART activities, it is important that students attend every day.

#### **Clearing Absences**

Phone: 248-7401

Every attempt should be made to contact CART on the date of the absence. All absences must **also** be cleared with the home high school according to their procedures.

**Leaving CART during class hours** – Students leaving CART during class time are required to have parent permission and sign out at the front desk. Parents must send a note or call 248-7400 in order to excuse their child from CART session hours.

**Home school activities** - Students wishing to leave CART to attend a home school activity must complete the "**CART Permission to Leave Campus**" form, including parent signature, **one day prior to the date of the activity**. Forms may be obtained from the front desk or teachers.

**Truancy** – Students who are truant may be assigned consequences by both their home high school and CART. Habitual trancies may result in students losing the privilege to

attend CART, similar to an employee losing his/her job due to poor attendance.

**Closed Campus** – Once on campus, students may not leave without permission. Students wishing to exit the CART building for any reason must sign-out at the front desk.

## **TARDY POLICY**

*"Know the true value of time; snatch, seize, and enjoy every moment of it. No idleness, no delay, no procrastination; never put off till tomorrow what you can do today."—Lord Chesterfield*

CART policies mirror the work environment. Tardiness is not tolerated in the workplace. Students are expected to be in class on time and prepared for the activities of the day when class begins. When tardiness becomes a problem, students should expect to be written up and/or put on attendance contracts. If the tardiness continues you will lose your CART privilege.

Students who drive to CART and are habitually tardy may lose their driving privilege and be required to ride the bus or arrange for alternate transportation. If the problem continues, students may be placed on attendance contracts or removed from CART.

## **BEHAVIOR CONSEQUENCES**

*"CART teachers respect students and treat us as adults. They give us assignments in a fast paced environment that demand we be responsible for our work."—CART Student*

CART will adhere to the Education Code regarding grounds for suspension and expulsion. CART will follow the disciplinary policies of the home school districts. When necessary appropriate discipline will be assigned in partnership with the home school. If a student is found to have committed a Zero Tolerance violation they will lose their privilege to attend CART.

If students are suspended from their home school they are also suspended from CART for that same period of time. If students are expelled from their home district, they will not be allowed to participate in the CART program.

Students currently in attendance at an alternative education high school are subject to review by the administration at that school and CART before they can attend.

## **ONLINE GRADE REPORTING**

Teachers frequently update grades via an online grade reporting system called PowerSchool. Students' CART grades can be accessed through the CART website. Go to [www.cart.org](http://www.cart.org) > Students > Online Grades to view the most up-to-date CART grades. Students and parents will be provided with personal usernames and passwords to access the system.

## **PROGRESS REPORTS/DEFICIENCY NOTICES**

Progress and semester grade reporting at CART is consistent with the home school timelines.

Prior to the end of the semester, parents or guardians and the home school counselor will be contacted if a student is failing or in danger of failing. Parents or guardians are encouraged to contact teachers if they have any questions or concerns about their child's performance or progress.

## **ENROLLMENT**

CART classes are one-year classes. Students will attend for the entire year. Students will not be admitted for the second semester without completing the first semester unless prior administrative and teacher approval has been granted.

CART will accept new students, if space is available, until the third week of the school year.

CART students will not be allowed to transfer/return to their home school site after the third week of school unless the student loses his/her privileges to attend CART. Home school counselors will be consulted and arrangements will be made regarding any students choosing to return or being recommended for return to their home schools.

CART juniors wishing to enroll for a 2<sup>nd</sup> year at CART must be in good academic standing, have good attendance, and have a favorable recommendation from the current lab teachers.

## **DRESS CODE**

*“At CART, we know that our appearance is a reflection of ourselves. When we dress professionally, we are professional.”—  
CART Student*

Businesses utilize a variety of dress codes that are appropriate for their working environment. CART students are to abide by the dress codes of their respective school district (see district dress code policies) plus any additional standards adopted by CART in cooperation with our business partners. When CART students are spending time at a place of business, they are expected to be dressed in attire appropriate for that business.

Dress ***inappropriate*** for the CART environment:

- ✓ Headwear must not be worn inside the building (girls and boys)
- ✓ Rubber beach shoes, such as flip-flops may not be worn
- ✓ Shorts, no more than 6 inches above knee
- ✓ Skirts/Dresses, no more than 4 inches above knee
- ✓ No bare-midriiffs, standing or sitting

- ✓ No shoulder straps less than two inches, off the shoulder or halter tops
- ✓ No body piercings other than the ear
- ✓ No sagging pants, must be worn at waist

In addition, apparel, hair style, cosmetics, or jewelry, even if not specifically mentioned, which creates a safety concern, draws undue attention to the wearer, or intends to distract from the educational process is prohibited.

Students out of dress code will be warned and may be required to modify their dress prior to returning to class depending on the nature of the violation.

Habitual violations will result in behavioral consequences that may include being dropped from the CART program.

Individual labs may adopt additional dress code requirements based on the safety requirements of their lab and/or professional dress requirements of their business partners.

## **DRIVING AND PARKING PRIVILEGES**

It is a privilege to drive to and from CART and to use the CART parking lot.

Students driving to CART must display a CART parking permit and must park in either the west parking lot directly in front of the school or in the north parking lot. Permit applications can be picked up from the CART office and are offered at no cost to students.

Please respect proper parking etiquette by not backing into parking spaces. All vehicles must be pulled into stalls facing forward.

Students who are habitually tardy or truant, or have driving violations, may have their driving and parking privileges revoked by the CART administration and will be

required to ride the bus or organize another mode of transportation.

Students are not permitted to be in the parking lot during class time.

## **TRANSPORTATION TO WORK SITES**

It may be necessary for students to provide their own transportation to and from a community workplace learning experience or internship with parent permission.

CART is not responsible for students traveling in their own vehicles to a work site. Students are not allowed to transport other students to work sites without parent permission for the rider and the driver.

## **CARE OF FACILITIES**

The CART facility is a showcase for our community and also for the products of our sponsors. We have visitors from all parts of the world. The building must be neat and tidy at all times.

All students are expected to do their part to keep the CART environment clean and free of trash. CART students are expected to use the recycle containers.

Students involved in acts of vandalism to CART facilities and/or property will be liable for damages and may lose the privilege to attend CART.

## **FOOD**

Food and beverages are available for sale at CART. Please respect that all items must be consumed in the designated snack area. All trash must be placed in the proper trash or recycling can prior to leaving the break area.

Food or drink is not allowed in the lab areas, the theater, or in proximity of computer equipment.

## **EMERGENCY CARDS**

Please make sure that emergency cards are updated with current contact information for parents, guardians and relatives. A parent or legal guardian must sign the emergency card in the appropriate place in order to authorize medical emergency treatment of their child.

## **HEALTH AND MEDICATION**

CART does not have an on-site nurse. If students need to leave campus due to illness, a parent or guardian must contact the front office at 248-7400 to make arrangements for release.

With the exception of inhalers, students may not carry medication on their person. Medication other than inhalers taken during CART session hours must be kept in the front office with dosage instructions from the doctor and a statement from a parent or guardian. A doctor's note for all medication, including inhalers, must be kept on file in the front office.

Education Code Section 49423 defines certain requirements for administration of medication, ".....any pupil who is required to take, during the school day, medication prescribed for him/her by a physician, if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physician's statement."

## **FINANCIAL OBLIGATIONS**

Textbooks and electronic equipment that students check out must be returned by the end of the current school year. If books or equipment are lost or damaged, the student is responsible to pay the cost of the item(s).

Students will not be allowed to checkout of their home schools until all CART financial obligations have been settled.

## **SENIOR RECOGNITION**

*"This school really showed me that it is not all about state testing and that when you enjoy what you are doing you learn more."*—CART Student

While CART does not have an official graduation ceremony, seniors are invited to participate in Senior Recognition Night in May. CART seniors are eligible to apply for CART scholarships. Scholarships will be awarded on Senior Recognition Night.

## **STUDENT SHOWCASE EVENTS**

*"Everything I want CART to be is exactly what CART is."*—CART Student

In various business industries, employees will be required to present projects, research findings, proposals, etc. to a variety of audiences. In order to prepare students for this process, CART will hold two events to allow students to present their work. Showcase will be in January and the Celebration of Student Success will be held in May. Community members, business partners, parents, and families are encouraged to attend these events.

## **POSTING OF NOTICES**

Any notices informing students of activities that happen outside of the CART curriculum, must be approved by the administration prior to posting. Notices may only be posted in designated areas.

## **SEXUAL HARASSMENT**

Both the school environment and the workplace must be free of sexual harassment. In the workplace, sexual harassment means poor employee morale, low productivity and lawsuits. Students who engage in sexual harassment may be

suspended or expelled from CART and may face punishment at the home school as well.

## **PUBLIC DISPLAYS OF AFFECTION**

*"Professional Environment means professional behavior!"*—CART Student

CART is a professional environment wherein public displays of affection are not acceptable. In business and in school, it is important for students to be aware of their surroundings and understand that affection which attracts attention does not send a professional message. Students are encouraged to use good judgment at all times.

## **PLAGIARISM/CHEATING**

*"Honesty is the first chapter in the book of wisdom."*—Thomas Jefferson

CART promotes personal integrity. All students are expected to complete and turn in their own original individual assignments. Students, who copy, use someone else's work, complete someone else's work for them, has someone else complete work for them, or provides their work to another student, are in violation of CART and district policies.

Students found to be in violation will have appropriate behavioral and grade consequences assigned which may include removal from the CART program. The student's home school will be contacted and additional consequences may be assigned.

## **THEFT OR VANDALISM OF CART PROPERTY**

*"Your conscience is the measure of the honesty of your selfishness. Listen to it carefully."*—Richard Bach

CART emulates the work environment and students have access to expensive

equipment provided by public monies. Theft and/or destruction of CART property will result in student removal from the CART program. The student will be subject to the discipline policies of his/her district and may include action by the police department.

Students and their parents will be responsible for replacement and/or compensation for any items stolen or damaged by their student. This includes equipment checked out by the student and never returned.

### **SUSPENSION**

CART follows the same suspension procedure as the home school. If a student is suspended from the home school, the student may not attend CART until the suspension has been lifted. Conversely, if a student is suspended from CART for an offense, he or she will be suspended from the home school as well.

### **LAW ENFORCEMENT NOTIFICATION**

Section 48902 of the California Education Code requires school administration to notify law enforcement when a student is considered for suspension or considered for expulsion, prior to the suspension, when the reason for such consideration may be in violation of Section 245 of the Penal Code.

Section 245 of the California Penal Code pertains to assaults or attempted assaults with a deadly weapon or by any means of force likely to produce bodily injury.

### **VISITORS**

All visitors, including parents, must register at the front desk. CART students are not allowed to have visitors during school day.

### **ELECTRONIC DEVICES**

It is not appropriate to use electronic devices (iPods, cell phones, handheld gaming consoles, etc.) during instructional

time. Inappropriate use may result in confiscation of the device. Parents will be required to pick up any electronic devices confiscated by teachers or administrators.

### **TECHNOLOGY**

Students and parents are responsible for reading the terms of the Internet/Network/Technology Equipment–Acceptable Use Policy. The Internet Permission and Equipment Use Agreement must be signed by both the student and parent prior to the student being allowed to use a laptop computer. Inappropriate behavior includes, but is not limited to, sharing computer passwords and using equipment other than what has been assigned to the student; downloading anything onto the CART computer (including games and music); accessing inappropriate websites; or surfing the net for items not related to a school project during class time.

Failure to follow the Acceptable Use Policy may result in the suspension of technology privileges, suspension from school, or removal from the CART program.



*The CART faculty and staff look forward to the upcoming year. Our commitment is to help all students achieve their full potential and discover their options in the world of work and higher education.*