



*The Center for Advanced Research and Technology (CART) collaborates with higher education, government, 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 provide students with real world experiences in preparation for life after high school.*

# STUDENT & PARENT HANDBOOK

## 2022–2023

# DISTRICT POLICIES

The Fresno and Clovis Unified School Districts jointly run the CART program. 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, and 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*

The CART emulates a business environment. The policies and practices at CART mirror many of the same policies that are found in the real world of work. The CART Staff also creates a rigorous academic environment alongside the development of these career-related practices. The CART Staff strives to help develop in each of the students the personal character and values required for success in the world of college and career.

It is a privilege for students to attend CART. Students at CART are offered a greater degree of independence not afforded to them at the traditional high schools. This level of independence is afforded since CART is an innovative learning environment. To maintain this level of independence CART students are asked to self-regulate their behavior and assume adult responsibilities, which are meant to emulate the world of work.

Students who choose to take advantage of the independence afforded to CART students, but do not assume the responsibilities associated with it,

jeopardize the entire CART program. Students who violate CART and/or home school policies will be subject to appropriate behavioral consequences and may lose their privilege to continue attending CART.

### ATTENDANCE



*"A winner is a dreamer who never gives up." – Nelson Mandela*

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. Due to the nature of the CART program being three hours per day, it is important students attend every day.

#### Clearing Absences

Phone: 248-7400

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 its procedures.

#### Leaving CART during class hours –

Students leaving CART during class time are required to have parent/guardian permission and an approved parent/guardian must sign out the students at the front desk, send a signed note, or call 248-7400 to excuse their student during the time CART is in session.

**Home school activities** – By signing the white emergency card form, parents/guardians hereby give permission for their students to leave campus during school hours to return to the home school for any/all school-sanctioned events (rallies, co-curricular activities, school trips, etc.)

**Truancy** – Students who are truant may be assigned consequences by both the home school and CART. Habitual truancies may result in a student losing the privilege to continue attending CART, similar to an

employee losing his/her job due to poor attendance.

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

## VISITORS



All visitors, including parents/guardians, must register at CART's front desk and obtain a Visitors Badge. CART students are not permitted to have visitors during the school day unless prior authorization from their teacher or administration has been obtained.

- \* **Parent/Guardians wishing to speak with a teacher or administration** should call for an appointment before arriving at CART.

## TARDY POLICY



*"If you make a commitment to get something done, you need to follow through on that commitment." - Kenneth Chenault*

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 the lab begins. When tardiness becomes a problem, students should expect to be held accountable. Students will usually be placed on a CART Student Contract that clearly specifies the expectations regarding attendance and behavior. If the tardiness/behavior continues, a student may lose their privilege to continue attending CART.

## DRESS CODE



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

Businesses employ 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/home school dress code policies) plus any additional standards adopted by CART in cooperation with business partners. When CART students are spending time at a place of business and are expected to dress in professional attire appropriate for that business. Individual labs at CART may also have required days of the week or activities where the students are required to dress professionally.

**\*\* Please contact the teacher if there is an issue with a student dressing professionally. Assistance will be provided.**

**DRESS CODE requirements** for the CART environment:

- \* **Headwear** must **not be worn inside** the building
- \* **Rubber beach shoes**, such as flip-flops may not be worn
- \* **Close-toed shoes** are required in several labs for safety reasons
- \* **No sleepwear** permitted
- \* Showing an abundance of skin is not appropriate
- \* **Shorts**, no more than 6 inches above the knee
- \* **Skirts/Dresses**, no more than 4 inches above the knee
- \* **No bare midriffs**, standing or sitting
- \* **No shoulder straps** less than two inches, off the shoulder or halter tops

Also, apparel, hairstyle, 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 their lab depending on the nature of the violation.

Habitual violations will result in behavioral consequences that may include the student losing their privilege to continue attending CART.

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

## CONDUCT CONSEQUENCES



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

CART adheres to the CA Education Code regarding grounds for suspension and expulsion. If a student is found to have committed a Zero Tolerance Violation, they will lose their privilege to continue attending CART.

## 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.

## 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.

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 apply to attend CART.

## THEFT OR VANDALISM OF CART PROPERTY

*“If you have integrity, nothing else matters. If you don’t have integrity, nothing else matters.”  
– Harvey Mackay*

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 the student. This includes equipment checked out by the student and never returned.

## HARASSMENT POLICY



CART is committed to creating a safe and caring environment for all students. It is expected that we will treat each other with respect and we will not tolerate bullying and intimidation based on disability, gender, nationality, race, ethnicity, religion, sexual orientation, gender identity or expression, or association with a person or group with one or more of these actual or perceived characteristics. CART will not tolerate hate, violence, sexual harassment, or bullying and will make the awareness of, and the reporting process, a part of the education of all students attending CART. If a student and/or their parents/guardians believe they have been subjected to any one of these actions, they should report it immediately to a CART faculty member. When any one of these types of incidents are reported, the

actions taken will be designed to create a learning experience, and ensure that the prohibition against this type of harassment or intimidation is enforced. The emphasis will be on providing support for the student who has been harassed as well as supporting the student harassing by working with them to modify their behavior.

## 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.

A link to the Parking Permit Application will be shared with all students during the first two weeks of the school year.

**Parking Permits are offered at NO COST to students.**

Please respect proper parking etiquette by parking correctly within the parking stall and abiding safe driving protocol when in CART's parking lot.

Students and parents/guardians are expected to be courteous and drive safely on school property and follow the 10 mph speed limit. Any misconduct involving vehicles or 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 an alternate mode of transportation.

Students are not permitted to be in the parking lot during class time unless they have permission from their teacher or the CART administration.

## ENROLLMENT

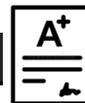
CART classes are full-year courses. Students attend for the entire year. Students will not be admitted for the second semester without completing the first semester unless prior administrative and teacher authorization has been granted. **CART accepts new students, if space is available, through the third week of the school year.**

CART students are not allowed to transfer/return to their home school site **after the third week of school** unless the student loses their privileges to attend CART.

Home school counselors will be consulted and arrangements will be made regarding any students choosing to return or upon being recommended to 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 (**maintaining at least a "C" grade in all four CART classes**), have good attendance, and have a favorable recommendation from the current lab teachers. Students who are below a "C" grade in any CART course can be placed on "Probation". **Students on probation** are placed on a **CART Student Contract**, which outlines what they must do before the end of the year to secure their spot at CART for the 2<sup>nd</sup> year. Parents/Guardians will be contacted so that all parties understand the requirements of the contract.

## ONLINE GRADE REPORTING



CART Teachers frequently update grades using the online grade reporting system, **PowerSchool**. Students' CART grades can be accessed through the CART website.

Go to [www.cart.org](http://www.cart.org) > **Students > Online Grades** then log onto PowerSchool using

the **User Name and Password** provided to view the most up-to-date grades. Students and parents/guardians are provided with separate 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 each semester, parents/guardians and the student's home school counselor will be contacted if a student is failing or in danger of failing any CART course. Parents/Guardians are encouraged to contact teachers if they have any questions or concerns about their child's performance or progress. The best way to contact teachers is through e-mail. Teacher e-mail addresses can be obtained on the CART website ([www.cart.org](http://www.cart.org)) on the Staff Tab under Teachers.

## TRANSPORTATION TO WORK-BASED LEARNING 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. A **“Request for Student Release and Parent Permission”** form must be completed and signed by a parent/guardian before a student is allowed to drive off-site during school hours.

## CARE OF FACILITIES

The CART facility is a showcase for our community as well as business and industry partners. Visitors from all parts of the world

come to CART often to observe and learn about the innovative educational environment. Thus, it is important that we represent ourselves well to our visitors and to the community at all times.

All students are expected to do their part to keep the CART environment clean and free of trash. CART students are asked to always use blue recycle containers for bottles and cans.

It is also important that we maintain the environment of the CART Gallery, Café Area, and the restrooms. Please do your part to keep these areas clean and orderly.

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

## FOOD



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

Please respect posted signs indicating areas where no food or drink is allowed such as in lab areas, the theater, or in the proximity of any computer equipment.

## EMERGENCY CARDS

Please make sure to complete the electronic form, **White Emergency Cards** and keep them up-to-date with current contact information for parents/guardians and individuals to contact in case of an emergency. **A parent or 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 or health aide. If students need to leave campus due to illness, a parent or guardian must contact the front office at 248-7400 to arrange 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 regarding proper administration.** A doctor's note for all medication, including inhalers, must be kept on file in the CART front office.

Education Code Section 49423 defines certain requirements for administration of medication, "Notwithstanding the provisions of Section 49422, any student who is required to take, during the regular school day, medication prescribed for him by a physician, *may* be assisted by the school nurse or other designated school personnel *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 student indicating the desire that the school district assist the student in the matters set forth in the physician's statement"

## FINANCIAL OBLIGATIONS

Textbooks, technology 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 complete their final senior year graduation checkout

of their home schools until all CART financial obligations have been settled.

## POSTING OF NOTICES

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

## 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 undue attention, does not send a message of professionalism. Students are encouraged to use good judgment at all times.

## PLAGIARISM/CHEATING



*"Honesty is often very hard. The truth is often painful. But the freedom it can bring is worth the trying."—Fred Rogers*

CART promotes honesty and personal integrity at all times. 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, have 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 of these policies will have appropriate behavioral and grade consequences assigned which may include a loss of the privilege to continue attending CART. The student's

home school will be contacted and additional consequences may be assigned.

## ELECTRONIC DEVICES



It is not appropriate to use electronic devices (iPods, cell phones, handheld gaming consoles, etc.) during instructional time unless authorized by the teacher to do so. Inappropriate use may result in confiscation of the device. After repeated violations, parents/guardians will be required to pick up any electronic devices confiscated from either the teachers or CART administration.

## TECHNOLOGY



Students and parents/guardians are responsible for reading the terms of the Internet/Network/Technology Equipment–Acceptable Use Policy. Both the student and parents/guardians must sign the Internet Permission and Equipment Use Agreement prior to the student being allowed access to any technology at CART. Inappropriate behavior includes, but is not limited to, sharing computer usernames or passwords, using equipment other than what is assigned to the student, downloading anything onto a CART computer (including games and music), accessing inappropriate websites, or surfing the internet for items not related to a school project during class time.

Failure to follow the Internet/Network/Technology Equipment Acceptable Use Policy may result in the suspension of technology privileges, suspension from school, or loss of privilege to continue attending CART.

## 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. Each lab will hold a ceremony on the day of or after Senior Scholarship Night to honor them with a CART Senior Medallion. **\*\*CART seniors are eligible to apply for CART scholarships**, which are made available at the end of March each year. Seniors receiving a CART Scholarship will be honored at Senior Scholarship Night in May.

## STUDENT SHOWCASE EVENTS

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

In various businesses and industries, employees are 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 formal showcase events to allow students to present their best work or work in progress to the public. The CART Showcase is held in January of each year. During the spring semester, labs host separate showcase events. Community members, business partners, parents/guardians, and families are encouraged to attend these events.

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.



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