

# ***PARENT/STUDENT HANDBOOK***

2010-2011

## ***Carpe Diem Collegiate Middle & High School***

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07-07-10

## Letter from the Principal

Welcome Back!

Last school year, the entire Carpe Diem team worked to provide our students the highest quality of education in Yuma County. Additional computer based learning programs were tested at the end of the school year and workshops (classroom instruction) were enhanced in order to provide a more excellent educational experience. Everyone- students, parents and staff, need to be congratulated for what was another very successful year. Carpe Diem is truly in the forefront of outstanding schools in Arizona.

This year as we continually strive for excellence, a strong emphasis will be placed on parent support and understanding of the educational process at Carpe Diem. Parent involvement has to transform itself from the usual financial, (fund raising) and participation into active participation and involvement in the educational process as it manifests at Carpe Diem. This active parenting will provide the necessary compliment to the teacher's daily work in the classrooms and will enable our most successful year yet!

On behalf of the entire staff, I'm calling upon every parent to become as active as they possibly can in the life of our school. Together, parents, students, and teachers, we will provide every student the opportunity to grow into successful adults equipped for life.

Beginning with the first orientation meetings in August and continuing throughout the school year, parents will learn how and what they can do to support and participate in the learning process. One of the goals this year is to educate every parent so we can work in harmony and give one another the supports necessary for our children's success.

I look forward to these meetings and the collaborative learning process. We will learn together how best to teach our children and create a true love of learning.

We are looking forward to the 2010-2011 school year. Exciting and challenging computer programs and a workshop structure will deepen the learning process. I'm convinced that Carpe Diem is poised for what will be an exceptional year as we work together to prepare our students for the future.

***Carpe Diem!***  
Sincerely,

Roger Sciarretta

## **WELCOME TO THE CARPE DIEM COLLEGIATE MIDDLE & HIGH SCHOOL COMPLETE LEARNING EXPERIENCE**

### **Mission Statement**

#### **The 3 E's**

The goal of Carpe Diem is to **Educate with Knowledge, Empower with Character, and Equip for Life** all students who join us in our unique educational model.

### **Belief Statements**

- We believe that the parent/guardian is the child's primary teacher.
- We believe that Carpe Diem plays a supporting role in equipping your student for academic success.
- We believe that together, through a strong and consistent partnership, we can facilitate a strong, comprehensive learning experience for your student.
- We believe in natural consequences and accountability which promotes mature, self-sufficient learners.
- We believe that learners for life are created when the student develops a genuine desire to learn. It should develop at the discovery that learning is fun, desirable, and the right thing to do.
- We believe that lifelong learners become successful participants in life.

### **What is a Charter School?**

Charter schools are independent public schools, designed and operated by educators, parents, community leaders, educational entrepreneurs and others. They are sponsored by designated local or state educational organizations who monitor their quality and integrity, but allow them to operate freed from the traditional bureaucratic and regulatory red tape. Freed from such micromanagement, charter schools design and deliver programs tailored to educational excellence and community needs. Because they are schools of choice, they are held to the highest level of accountability – consumer demand.

### **How Do Charter Schools Differ From Traditional District Public Schools?**

Charter schools operate from 3 basic principles:

**Accountability:** Charter schools are held accountable for how well they educate children in a safe and responsible environment, not for compliance with district and state regulations. They are judged on how well they meet the student achievement goals established by their charter, and how well they manage the fiscal and operational responsibilities entrusted to them. Charter schools must and do operate lawfully and responsibly, with the highest regard for equity and excellence.

**Choice:** Students choose to attend, and teachers choose to teach at charter schools.

**Autonomy:** Charter schools are freed from the traditional bureaucracy and regulations that divert a school's energy and resources toward compliance rather than excellence.

### **Why Are Charter Schools So Popular?**

Charters provide opportunity for better child-centered education. They provide the chance for communities to create the greatest range of educational choices for their children. Operators have the opportunity and the incentive to create schools that provide new and better services to students. And charters, bound only by the high standards they have set for themselves, inspire the rest of the system to work harder and be more responsive to the needs of the children.

**School Hours**

**Office: Monday- Thursday 7:00 A.M. - 5:00 P.M**  
**Students: Monday- Thursday 7:45 A.M. - 4:00 P.M.**

**Tardy Policy**

Any student not inside the learning center and seated when pledges begin is considered tardy. Three tardies within a five day period will require after school attendance until 5:00 P.M.

**Attendance**

All students enrolled in Carpe Diem are required to attend school daily. If your student will be absent, please call the school office before 9:00 a.m., so your student is not marked truant. Please plan doctor visits, vacations and outings around the school calendar. High School credits may be affected by poor attendance. The grade earned is based upon the successful achievement of course objectives and determined by the instructor. A credit is earned by successful achievement of course work with a passing grade and regular attendance each semester. Students who have **5 or more unexcused** absences in a semester may not be granted credit for that semester. Excused absences may be granted, but written documentation of the absence must be received the day the student returns to school. **Students may receive an administration waiver for the following reasons:**

1. Death in the family (card from the funeral service, a newspaper obituary notice, or a copy of the death certificate.)
2. Medical (Requires a doctor's note, an appointment card or an office visit receipt.)
3. Dental: an orthodontist/dentist note and or an appointment card.
4. A court required presence. (Documentation must be provided).
5. Absences excused because student was sent home due to illness
6. For chronic illness, such as asthma, appropriate documentation must be in the student file. A Parent /Guardian must call the day of the absence and send a note the day the student returns to school.

**Students who leave during regular school hours must be signed in/out by a parent or guardian.**

**Absences that are not waived beyond the five-day limit would include, but not be limited to:**

1. Family Vacation
2. Illness when a student is not seen by a medical doctor.
3. Student employment

**CARPE DIEM COLLEGIATE HIGH SCHOOL**  
Academic 2010-2011 Calendar

**July - 0 Days**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**August - 14 Days**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**September - 17 Days**

S	M	T	W	T	F	S
			1	2	3	4
5	H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**October - 15 Days**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**November - 15 Days**

S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	H	12	13
14	15	16	17	18	19	20
21	22	23	H	H	26	27
28	29	30				

**December - 10 Days**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	B	B	B	B	24	25
26	B	B	B	B	31	

**July**  
6 Staff First Day

**School Hours**  
8:00-4:00 pm  
Monday- Thursday  
**Friday School**  
8AM until 1PM  
(by invitation only)  
145 school days  
1,007 Instructional hours

**August**  
9 Student First Day  
10 Parent Night 6-8 P.M.  
PAC Meeting

**Educate with Knowledge**

**September**  
6 Labor Day-No School

**Empower with Character**

**October**  
7 End of 1st quarter  
11 Columbus Day No School  
13 PAC/Student Led Conferences  
26 Fall AIMS Writing  
27 Fall AIMS Reading  
28 Fall AIMS Mathematics

**Equip for Life**

**November**  
11 Veteran Day-No School  
24-25 Thanksgiving Holiday  
No School

**December**  
16 End of 2nd Quarter  
16 Early Release 1PM  
20 Christmas Break Begins  
Return January 10th

**January**  
10 School Resumes 8am  
12 PAC/Student Led Conferences  
17 MLK Jr. Day-No School



**February**  
21 President's Day-No School

**March**  
1 Writing AIMS  
2 Reading AIMS  
10 End of 3rd Quarter  
28 Spring Break Begins  
Return April 4th

**April**  
4 Back from Spring Break  
5 Math AIMS  
6 Science AIMS  
9th Grade CAT 10  
11 6-8th AIMS DPA Testing  
27 PAC Meeting  
Student Led Conferences

**May**  
23 Graduate Awards  
24 Early Release 1PM  
25 Early Release 1PM  
26 Last Day- Early Release  
8th Promotion 9 AM  
Graduation 6 PM

**June**  
Have A Great Summer!

B Break  
H Holiday  
/ Early Release 1 PM

**January - 12 Days**

S	M	T	W	T	F	S
						1
2	B	B	B	B	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**February - 15 Days**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28					

**March - 15 Days**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	B	B	B	B	

**April - 16 Days**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**May - 16 Days**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**June - 0 Days**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Please call the School Office at 317-3113  
by 9:00am if your student will be absent.  
**SEIZE THE DAY!!**

### **Administrative Review**

Administrative review is used when considering extenuating circumstances related to any absence. Parent calls or letters concerning student absences are appreciated; however, such contacts are NOT considered the required documentation.

### **Attendance Make-Up School**

Students who need to make up an absence must attend the **first available Friday school after the absence**. Parents/students will be notified by letter stating the number of absences needing to be made up and the next scheduled Friday school must be attended. Failure to make-up absences may result in loss of credits per semester or retention as stated in the Parent/Student Handbook 2009-2010.

### **Make Up School Hours**

8:00 A.M. - 12:00 P.M.

### **Make-Up School Dates**

#### **Semester I**

August 20, 27

September 10, 17, 24

October – 1, 15, 22, 29

November 5, 19

December 3, 10

#### **Semester II**

January- 14, 21, 28

February- 4, 11, 25

March – 4, 11, 18

April – 8, 15, 22, 29

May – 6, 13, 20



**School Bus Behavior Rules**  
**2010 - 2011**

**In an effort to provide the student with the safest possible bus service, the Transportation Department for Carpe Diem Academic High School and Middle School and Desert View Academy has established a basic set of rules for bus behavior. In the best interest of your child, we have asked our drivers to pay strict attention to monitoring these rules:**

1. Students are to follow the directions of their bus driver.
2. Students must remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
3. Students will not fight, push or shove.
4. Students will not eat, chew gum, or drink on the bus with exception of water in a plastic container.
5. Students will not bring tobacco (or lighting agents, i.e. lighters, matches, etc.), alcohol, drugs or any controlled substances on the bus.
6. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
7. The use of cell phones is not permitted on the bus. It is the students' responsibility to make sure the cell phone is turned off until they exit the bus.
8. Students may carry only items that will fit in their laps.
9. Students will refrain from using loud voices, profanity, and/or obscene language or gestures, teasing or bullying, and respect the rights and safety of others.
10. Students will not extend head, arms, legs, or objects out of the bus windows.
11. Students will be totally silent at railroad crossings.
12. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
13. Students will not tamper with bus equipment.
14. Students will keep their bus clean and in good, safe condition.
15. Student must provide a written note, signed by a parent/guardian, a school official, and a transportation official, giving permission to ride a different bus and/or to get off at a different approved bus stop.

**When loading onto bus**

16. Walk to and from the buses using the designated path.
17. Never walk behind a school bus.
18. Walk four to five feet in front of bus so that the driver can see you.
19. Walkers must leave the premises immediately.
20. Follow bus safety rules posted on the bus.

**Prohibited Items on School Buses**

1. Bats
2. Hockey Sticks
3. Golf Clubs
4. Skateboards
5. Glass Items
6. Animals
7. Any other items that, in the opinion of the driver, may threaten the safety or welfare of the student or other passengers.
8. Weapons
9. Food

Bus transportation is a privilege provided for students. Students must comply with all regulations. Failure to comply may result in loss of bus privileges.

**Intervention**

Intervention steps are used by the bus driver, transportation department, and school officials to help the student to stop unsafe or inappropriate behaviors or habits. These steps assist students in identifying the appropriate habits or behaviors. Intervention steps also provide notification to the school, and parent/guardian so that the school and parent/guardian can be involved in assisting in the changing of unsafe or inappropriate riding habits.

**Bus drivers may use the interventions listed below during the intervention step of the process. A minor offense is considered inappropriate or unsafe student behavior that may be improved with minor assistance from the driver.**

**Documentation:** Bus driver will maintain daily written documentation of all occurrences on a Student Misconduct form. The completed Student Misconduct form is then turned in to the Transportation Department for review.

**Verbal Reminder:** Bus drivers will remind the student of the bus rule(s) not being followed.

**Seat Reassignment:** A student's assigned seat may be changed by the bus driver when such change may help the student to demonstrate appropriate riding behaviors and/or allow the driver to more effectively monitor that student's behavior. (*The assignment of seats at the beginning of school is part of the prevention step.*)

**Talk individually with student & Parent / Guardian Courtesy Call:** Bus drivers will talk individually with the student to determine what steps could be taken to help the student demonstrate appropriate and safe riding behaviors.

A Transportation Department official will also call the parents / guardian to notify them of the students' inappropriate behavior, with a request for help to achieve appropriate behavior.

**Parent / Guardian notified in writing: A Transportation Department official** will complete a Parent Notification Form, which includes written documentation of the students' inappropriate behavior, with all steps taken by the driver documented on the form. The form will be taken home by the students to be signed by parent / guardian and returned to the bus driver by the following school day. A phone call to the parent / guardian should be made if form is not returned by the second day.

**Any or all of the above steps may be bypassed when a student's actions are illegal or judged by the driver, Transportation Department, or School Administrator to be so unsafe or disrespectful that immediate corrective action is required.**

Violations that should be considered major offenses include, but are not limited to the following:

- drugs (includes alcohol, cigarettes, lighters)
- throwing objects in or out of the bus
- fighting (trying to intentionally hurt someone, not pushing or shoving)
- weapons, dangerous instruments, and explosive / implosive devices
- threats/bullying (verbal and physical threats)
- Sexual harassment

**Such violations will be reported immediately to the School Administrator on a Bus Discipline Form.**

**Consequences**

When student behavior escalates beyond a driver’s control or is not improved after using the appropriate intervention steps the bus driver will submit a bus discipline form to the school office.

**Bus Discipline Form sent to School Administrator:**

**Reasons:**

- A. Behavior escalates beyond a driver’s control or is not improved after using the appropriate intervention steps.
- B. Major offense.

The Transportation Department will work the School Administrator in assigning the appropriate consequences based on:

- a) the severity of the misbehavior and
- b) The number and frequency of the student’s bus referrals.

**Suggested Guidelines:**

	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>1st Referral</b>	1 Day Bus Suspension	1-3 Day Bus Suspension	3-5 Day Bus Suspension
<b>2nd Referral</b>	3 Day Bus Suspension	3-5 Day Bus Suspension	10 Day Bus Suspension
<b>3rd Referral</b>	5 Day Bus Suspension	5-10 Day Bus Suspension	15 Day Bus Suspension
<b>4th Referral</b>	10-15 Day Bus Suspension	Bus Suspension for Remainder of School Year	Bus Suspension for Remainder of School Year
<b>5th Referral</b>	Bus Suspension for Remainder of School Year		

The Transportation Department Official and/or School Administrator may tailor consequences to account for individual circumstances in each situation. The goal of assigning consequences is to bring about the desired student behavior on the school bus and the Transportation Department supports any consequence that achieves that goal.

### **Progress Reports/ Report Cards/Student Led Conferences**

Carpe Diem credits are based on one semesters work. Grades will be sent at the end of each quarter in the form of a report card. Report cards may be kept by the parent/guardian. Copies will be placed in the student's academic file.

Carpe Diem does not have scheduled parent/teacher conferences. Parents may log on to Power School and check student progress at anytime. Parents may obtain their student's Power School log in and password information from the school office. Parents without internet access may use designated school computers to check grades.

Parents who require a conference with administration or teachers may schedule an after school conference through the school office.

### **Grading Standards**

<b>A+</b>	(96-100%)	<b>Mastery</b>
<b>A</b>	(90-95%)	
<b>B+</b>	(86-89%)	<b>Exceeds</b>
<b>B</b>	(80-85%)	
<b>C+</b>	(76- 79%)	<b>Meets</b>
<b>C</b>	(70-75%)	
<b>D</b>	(65 -69%)	<b>Approaches</b>
<b>F</b>	(64% and below)	<b>Falls Far Below</b>

### **Testing**

AIMS testing will take place in the fall and spring. Please check the current school calendar for dates. Yearly testing is necessary to measure a student's academic growth. Please make sure your student is at school during all testing dates.

### **Middle School Retention Policy**

Retention notices will be sent out after the 3<sup>rd</sup> quarter progress reports. If retained, a student will not progress to the next grade during the next school year. The purpose of the first retention notice is to inform the parent/guardian that if student progress continues at the current rate, the student will not be promoted to the next grade. A final retention notice will be sent during the 6<sup>th</sup> week of the final quarter if student progress has not sufficiently improved to warrant promotion.

The purpose of retention is to insure that each student masters the academic work of each grade. Teachers at Carpe Diem are instructed to recommend for retention those students who have not satisfactorily mastered their current grade academic curriculum, or whom they believe have very little chance of mastering the academic curriculum at the next grade level. Other factors, such as poor attendance, can also affect the important decision a teacher makes about student promotion or retention.

The decision to promote or retain a student is made by the educational team. The parent or legal guardian may make a written request for a review of the decision by the governing board. This right is mandated in A.R.S. 15-342.11. The request for review must be made within 10 days of final retention notice.

### **Withdrawal from School**

Parents who are withdrawing their child from school are requested to notify the office 48 hours in advance. This will give the school staff enough time to complete the necessary paperwork. A signed parental consent slip is required to forward student records to the school of enrollment.

### **Emergency Contact Information Card**

Carpe Diem **must** have emergency contact information for each of our students. **Parents are required to notify the front office with information changes. The contacts listed on the EMERGENCY INFORMATION will be the only ones permitted to pick up students.** Appropriate identification will be required when picking up the child.

### **Prescription Medication**

**Carpe Diem does not have a school nurse.** If it is necessary for students to receive prescription medication at school, a medical consent form must be completed. The form is available in the office. Medication must be in the original container, with student's name and dosage amount clearly printed on the label. If necessary, a measuring device and accurate prescription information must be included. All medication must be checked into the office. **Staff will NOT** administer medication through injection. A staff member will be present only to observe self-administration of the medications.

### **Insurance**

Parents are responsible for medical and dental care for their student. Please contact the front office if you would like to purchase school medical insurance for your student.

### **Parent Involvement**

**The strength of Carpe Diem is highly dependent upon the participation of parents in the program.** Parents are encouraged to volunteer in various areas of the school.

### **Parent Action Committee**

All Carpe Diem families are encouraged to participate in the Parent Action Committee (PAC). PAC is an independent parent sponsored organization, whose purpose is to support CDA in the development and implementation of its programs. Funds raised by PAC go directly to enhance education.

### State Tax Credit

Carpe Diem encourages all families to take advantage of the Arizona State Tax Credit. The credit is equal to the amount contributed or the amount of fees paid. However, for single taxpayers or heads of household, the credit cannot exceed \$200. For married taxpayers who file a joint return, the credit cannot exceed \$400 for tax year 2009. If married taxpayers file separate returns, each spouse may claim 1/2 of the credit that would have been allowed on a joint return. Under Arizona Revised statute SS43-1089.01, taxpayers may receive a tax credit for fees paid directly to schools in Arizona for extracurricular school activities. Extracurricular activities at Carpe Diem include: field trips, science lab materials, art productions, Odyssey of the Mind and other items not covered by the yearly activity fee. Instead of paying your taxes to the state let your taxes benefit Carpe Diem and your children, grandchildren, and/or friends.

1. Write a check (Payments will be accepted) to Carpe Diem.
2. Deliver or mail it to CDCHS with your completed State Tax credit form.
3. The administration will document your request and send you a receipt.
4. Next spring you can claim your tax credit.

### Lunches

#### **Hot Lunches are NOT available at CDCHS**

Students may bring sack lunches or purchase a pre-made sack lunch provided by local vendors. Carpe Diem requests parents provide lunches for their children only because of possible liability issues.

### Field Trips

Field trips provide students rich opportunities to learn and interact outside the classroom environment. A field trip permission form for all local field trips will be filled out with the registration package. Special trips out of town will require specific permission from parents or guardians. Students who do not meet the school behavioral or academic policy may be prevented from participating in field trips.

### Carpe Diem Policies

#### Bathrooms

1. Appropriate conduct is expected.
2. Use an inside voice.
3. Do your part to keep the bathroom clean.
4. Limit occupancy to **four** students in the bathroom.
5. Graffiti/Damage of any kind will require payment for repairs and / or criminal charges. Damaging school property is considered a felony in the state of Arizona.

#### Lunch Rooms

1. Use good table manners.
2. Don't play with food.
3. Use an inside voice.
4. Respect the people around you.
5. Students may be asked to sit at specific tables.
6. Dispose of trash in the proper areas.
7. Stay in the designated and supervised areas during lunch.
8. Do not sit on tables.
9. All food must be consumed in the lunch rooms.

### Learning Center / Classroom

1. Keep hands and feet to yourself.
2. Be a good listener.
3. Use good audience skills and speak when spoken to.
4. Follow directions and participate with activity.

### Cell Phones

Cell phones may be disruptive to the learning process. Carpe Diem requires all electronic devices to be turned off in the learning center except during designated times. Students may request permission to exit the learning to make phone calls.

### School Uniforms and Dress Code

Public school education is considered formal education and students should dress appropriately. Dress and hairstyles, within the prevailing rules of modesty, decency, safety, and health, are the responsibility of the student and his/her parent/guardian. Student dress must not distract the student, or others from the educational process. The school administration will decide what is considered distracting.

Carpe Diem believes students should not stand out because of what they wear, but, because of character and performance. Student uniforms will be worn at all times, and must be neat and clean while attending classes and school functions. Shirts must be tucked in and pants pulled up to normal waist height.

Students must wear authorized uniforms. **Boys** will wear authorized pants or shorts. **Girls** will wear authorized skirts, skorts, shorts, pants or Capri pants. Uniform shirts must be tucked. Brown or black belts must be worn with appropriate buckles. Web belts and / or buckles associated with gangs are prohibited. Clothing that is too large, tight, or may be considered gang related or immodest will not be allowed. The school administration will decide these issues.

### Safe and Orderly School Environment

The plan for a Safe and Orderly Environment at Carpe Diem Collegiate High School is based upon on the premise of RESPECT. Respect for people, property, and self is basic to a civilized society. At our school, respect is observed among all administrators, teachers, staff, parents, students and community members. Students have the right to feel safe and secure when attending school. Students are responsible for their actions while attending the school. Parents are partners in the discipline process and their cooperation with the teachers and principal is essential to success in school.

Carpe Diem has a zero tolerance for gang related activities. Recruiting, flashing gang signs, or gang related colors or clothing may result in suspension, expulsion and/or the involvement of the Yuma Police Gang Task Force.

### **Closed Campus**

**Carpe Diem is a closed campus.** Once students arrive on campus, they must remain within the school grounds, unless signed out by an authorized party. Students should not be outside the school building for any reason, unless approved or escorted by the administration or a teacher.

### **Search and Seizure**

If there is suspicion of harmful or illegal substances or objects, Carpe Diem retains the right to search any student or items on school property.

### **Items Prohibited at School**

- Guns or weapons (real or play)
- Large purses, backpacks or tote bags (Messenger bags from Staples are recommended)
- Unauthorized games, toys, or electronic devices
- Unauthorized sports equipment
- Illegal and/or dangerous items (alcohol, drugs, tobacco...)
- Personal property – the school will not be responsible for lost, broken, or stolen items.
- Any item that will distract students from schoolwork.
- Gang related items.

### **School Discipline Policy and Plan**

When misbehavior occurs a polite request will be made to the offender to stop or correct a behavior. The second warning will be a firm directive. If the behavior is not changed, consequences will occur. Consequences may involve a call home, isolation, 1-3 day suspension or counseling with an administrator. Students who are repeat offenders may be subject to administrative discipline. Offences involving bullying, threatening or harming others, stealing, cheating, drugs or alcohol, weapons, or gang activity may result in immediate expulsion and/or police involvement.

### **Out of School Suspension**

Students who receive out of school suspension will not be allowed on the school campus or at school events. Any student who has been expelled and/or is under long term suspension from another school may not be registered for one full school year.

### **Visitor Passes**

For the safety of the students and staff at Carpe Diem Collegiate High School all visitors must sign-in and receive a visitor pass while on school grounds. Any parent wanting to spend extended periods of time in the Learning Center must possess a valid Arizona Finger Print Clearance Card. The school office will retain it on file for one school year.

Students should not invite friends or relatives to visit during the school day. There may be special circumstances where permission for a visitor will be granted by the administration. The request should be made 24 hours in advance of the planned visit. Any person on school grounds without permission will be asked to leave the premises immediately.

### Student ID / Attendance Card

Students are issued an ID/attendance card at the beginning of the year. Inside each card is a small computer chip that registers when the student enters or exits the school. Every student must bring their ID cards to school daily for security reasons. IDs must be visibly worn during school hours. Carpe Diem is not responsible for lost or stolen ID cards. A fee may be charged for replacement cards.

## **Carpe Diem and Desert View Academy ANTI-BULLYING POLICY FOR SCHOOLS**

### **Statement of Intent**

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

### **What Is Bullying?**

Bullying is the use of aggression with the intention of hurting another person physically or emotionally. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumors, teasing
- Cyber all areas of internet ,such as email & internet chat room misuse  
mobile threats by text messaging & calls, misuse of associated technology , i.e. computers, camera & video equipment

### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.

We have a responsibility to respond promptly and effectively to issues of bullying.

### **Objectives of this Policy**

- All board members, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All board members and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

## Signs and Symptoms

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has lunch or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet
- is nervous & jumpy when a cyber message is received

## Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

## Students will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult.

## **Teachers and staff will do the following things to prevent bullying and help children feel safe at school:**

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports using the Four-A-Response process and coaching (Affirm/Ask/Assess/Act)
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Provide immediate consequences for retaliation against students who report bullying

## **Procedures**

1. Report all bullying incidents to administration.
2. Bullying incidents will be recorded by administration.
3. If appropriate, parents will be informed and asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. ALL bullying behavior or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behavior.

## **Outcomes**

- 1) The bully (bullies) may be asked to genuinely apologize. Other consequences may take place to include anti-bullying training/education.
- 2) In serious cases, suspension or even exclusion will be considered.
- 3) If possible, the students will be reconciled.
- 4) After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## **Prevention**

We will use local school methods for helping children to prevent bullying. As and when appropriate, these may include:

- Writing a set of school rules and character violations.
- Intensive character education.
- Signing a behavior contract.
- Writing stories or poems or drawing pictures about bullying.
- Reading stories about bullying or having them read to a class or assembly.
- Making up role-plays or using professional developed materials.
- Having discussions about bullying and why it matters.