

# 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

**2010-2011**

## **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**

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 real world.

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 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 everyday.

#### **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.

**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.

**Tuancy** – Students who are truant may be assigned consequences by both their home high school and CART. Habitual truancies may result in students losing the privilege of attending CART, similar to an employee losing their 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**

CART will mirror the work environment. Tardiness is not tolerated in the workplace. Students are expected to be in class on time, prepared for the activities of the day when class begins. Students arriving late should expect to spend additional time in class.

Students who are driving to CART and are habitually tardy may lose their driving privilege and be required to ride the bus.

## **BEHAVIOR CONSEQUENCES**

CART will adhere to the Education Code regarding grounds for suspension and expulsion. CART will conform to the same Zero Tolerance Policies that the participating districts observe and will also adhere to the procedures listed in the student’s home high school handbook for handling violations.

If a student is suspended from their home school, they are also suspended from the CART program. If a student is expelled from their home district, they will not be allowed to participate in the CART program.

Students transferred to an alternative education program during the school year may be allowed to continue in the CART program. The CART staff will meet with the alternative education placement director to determine the best educational option for the student.

## **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.

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. Home school counselors will be consulted regarding any students choosing to return or being recommended for return to their home school.

CART juniors wishing to enroll for a 2<sup>nd</sup> year at CART must meet the following requirements: 95% or better attendance, no failing grades from CART, and a favorable recommendation from the current lab teachers.

## **DRESS CODE**

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/Skorts, no more than 6 inches above knee
- ✓ Skirts/Dresses, no more than 4 inches above knee
- ✓ Bare-midribs, standing or sitting
- ✓ Shoulder straps less than two inches, off the shoulder or halter tops
- ✓ Body piercings other than the ear
- ✓ 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 tends 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.

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.

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.

## **FOOD**

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.

Food is available for sale at CART. Food may be eaten in the designated snack area.

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

## **CARE OF FACILITIES**

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.

## **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.

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

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 zero tolerance policies of their 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.

## **PLAGIARISM/CHEATING**

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 the 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.

## **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, gameboys, 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 student and parent prior to the student being allowed to use a laptop computer. Inappropriate behavior includes, but is not limited to, sharing your password and allowing another student to use your computer; 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.