



## **Family Handbook 2025-2026**

The Central Academy of Arts and Technology  
*A free, public, charter school.*

Main Office Location:  
1701 18th Street  
Bakersfield, Ca 93301

[www.caatcharterschool.org](http://www.caatcharterschool.org)

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# MISSION, VISION, AND GOALS

The Central Academy of Arts and Technology (Caat) is a California charter school, authorized and approved by the Kern County Superintendent of schools. We offer a TK-12 education, free of tuition and without boundaries to any student in Kern County.

**Mission Statement:** To create an equitable learning environment where exceptional talents of every child can be developed, and their lives enriched through technology and the arts.

**Vision Statement:** Central Academy of Arts and Technology takes a systematic approach to education, implementing structures and systems that allow every child to achieve at high levels. Caat nurtures constructive relationships to bring people together from diverse backgrounds and experiences. The school empowers empathetic leaders through technology based, and creative learning experiences, personalized for each child. The education at Caat prepares students to innovate, lead, and create opportunities in their community.

**Goals:** We will work together as a learning community to accomplish the following:

- Caat will provide a school of choice for families from diverse backgrounds.
- Caat will ensure all students achieve at high academic levels.
- Caat's students will become self-actualized, embracing their talents, building positive relationships, and celebrating diversity of others.
- Caat will ensure that all students can leverage 21st century technology and creative arts to communicate and problem solve.
- Caat provides families, in the community, the tools, resources, and support as the primary educator of their child(ren).
- Caat mentors and empowers students to discover their best path for a successful future, which begins with a four-year college degree.
- Caat's students will develop a deep love of Kern County and the Central Valley with a commitment to equity.
- Caat raises up our students to become the next leaders, entrepreneurs, and experts, to ensure our community continues to flourish.

# **A MESSAGE FROM OUR FOUNDING Superintendent**

Dear Families and Students,

Welcome to Central Academy of Arts and Technology (Caat)! We are thrilled to embark on the 2025-2026 academic school year filled with opportunities for growth, creativity, and achievement. Our school is committed to fostering a supportive and engaging learning environment where every student can be developed, and their lives enriched through technology and the arts.

To ensure that our students and their families have a clear understanding of our policies, procedures, and expectations, we have prepared the Family Student Handbook. This handbook is a comprehensive resource that provides essential information about our school's operations, including; academic programs, attendance policies, code of conduct, extracurricular activities, health and safety guidelines, and much more.

We encourage all students and their families to carefully review the Family Student Handbook to become familiar with the important details that will help guide you through the school year.

We believe that a strong partnership between home and school is vital to the success of our students. By working together, we can create a positive and enriching educational experience for every student at Caat. I encourage you to become actively involved in the classroom and/or the Central Academy Parent Squad (CAPS). There are many opportunities throughout the year for your participation and help.

The Family Student Handbook is available on our school website, and printed copies can be requested from the main office. If you have any questions or need further clarification on any of the information provided, please do not hesitate to reach out to us.

Thank you for your continued support and cooperation. We look forward to a fantastic school year ahead!

Warm regards,

Joanna Kendrick  
Superintendent

# CENTRAL ACADEMY OF ARTS AND TECHNOLOGY

## BOARD OF DIRECTORS

*(Caat's Board of Directors Meeting is held the first Tuesday of each month.)*

David James	President
Lilia Ray	Secretary
Leslie Walters	Treasurer
Parent Member	Tara Bratcher
KCSOS Representative	Ernest Unruh

## SCHOOL ADMINISTRATION

Joanna Kendrick	Superintendent
Greg West	Chief Executive Officer
Vacant	Director of Operations
Brandon Smith	Head of Upper School
Dori Sanchez	Head of Elementary School

# NONDISCRIMINATION STATEMENT

The Charter School does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

The Charter School adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004 (“IDEIA”). The Charter School does not discourage students from enrolling or seeking to enroll in the Charter School for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation.

The Charter School shall not encourage a student currently attending Charter School to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with the Charter School’s charter and relevant policies. The Charter School does not request nor require student records prior to a student’s enrollment. The Charter School shall provide a copy of the California Department of Education Complaint Notice and Form to any parent, guardian, or student over the age of 18 at the following times: (1) when a parent, guardian, or student over of the age of 18 inquires about enrollment; (2) before conducting an enrollment lottery; and (3) before disenrollment of a student.

The Charter School is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II ADA (mental or physical disability). The Charter School also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

The Charter School does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender.

The Central Academy of Arts and Technology prohibits discrimination, harassment, intimidation, or bullying based on race (including traits historically associated with race such as hair texture and protective hairstyles like braids, locks, and twists), color, ethnicity, national origin, immigration status, gender, gender identity or expression, sexual orientation, disability, religion, and any intersection of these identities. This protection applies in all aspects of school life, including extracurricular and athletic activities.

The Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the Charter School Uniform Complaint Procedures (“UCP”) Compliance Officer:

Joanna Kendrick  
Caat Superintendent  
[joanna@linkedps.org](mailto:joanna@linkedps.org)

The lack of English language skills will not be a barrier to admission or participation in the Charter School’s programs or activities. The Charter School prohibits retaliation against anyone who files a complaint or who participates or refuses to participate in a complaint investigation.

# **THE CENTRAL ACADEMY OF ARTS AND TECHNOLOGY ACADEMIC MODEL**

## **Lesson Planning**

Caat instructors will team to prepare lessons using the Universal Design for Learning (UDL) approach. We use the Common Core State Standards and aligned curriculum as the foundation for all instruction. Teaching teams will prepare units during intersession weeks each quarter. This intensive week of planning and preparation allows teaching teams to plan, practice, and use data to group students. In addition to unit plans, teachers will work with small group instructors to update Individualized Learning Plans (ILP) for students and prepare small group instruction.

## **Educating the Whole Child**

Instructors at Caat will focus on identifying individual student strengths and create a plan for each child that propels them to grow academically, emotionally, and creatively. Personalizing learning plans will monitor each individual's progress in four key areas:

1. Core Academics - Mastery of the Common Core Standards in math, ELA, science, and social studies as measured by standards aligned curriculum
2. Social-Emotional Intelligence - Mastery of the CASEL core competencies measured by Panorama Ed. surveys
3. Creative Thinking - Mastery of Creative Thinking core competencies aligned to the State Standards
4. Technology Skills - Mastery of digital citizenship, technology concepts and operations, word processing, multimedia applications, communication and research as outlined in the State Standards.
5. Cognitive skills- Mastery of cognitive skills aligned to the State Standards as measured by the SCALE cognitive skills rubric.

## **Emphasis on Literacy**

Caat's program recognizes the importance of strong literacy skills as a foundation for academic success. All students in grades TK-8 begin their day with a literacy focused block. Literacy block groups vary in size and are not grouped by grade. Literacy block instruction focus on:

- Early literacy- print awareness, narrative skills, letter knowledge, and phonological awareness
- Vocabulary- word families, root words, word association, word nuances
- Listening and speaking- asking and answering questions
- Comprehension- summarizing, sequencing, inferencing, comparing and contrasting, drawing conclusions, self-questioning, problem-solving, relating background knowledge, distinguishing between fact and opinion, finding the main idea, important facts, and supporting details
- Research- the ability to search for, locate, extract, organize, evaluate and use or present information that is relevant to a particular topic
- Writing- grammatical skills, compositional skills, and domain specific writing

## **Personalization**

A strong foundation in reading and math is essential to academic achievement. Personalization allows students to build foundational skills at their own pace and get the support they need in real time. Personalized learning is made possible through the use of a web based Learning Management System and small group instructors in the following ways:

- Individualized lessons that preview, review, and provide additional practice
- Frequent checks for understanding at milestone moments using digital assessments
- Small group instruction during every lesson cycle
- Peer and adult mentors to help set goals and develop work habits for success
- One on one coaching sessions with teachers and small group instructors
- "Genius Hour" for daily high dose tutoring and opportunities for extending learning

## **Integrated Subjects**

At Caat intellectual rigor and intense creativity are not mutually exclusive. Neither can one be put above the other. Providing students with continuity from TK through high school, our program will prepare students for the future by emphasizing teamwork, networking, adaptability, digital skills, and harnessing technology to produce creative solutions. While the core of all courses at Caat are the Common Core State Standards,

every course integrates technology and art to engage students in a rigorous college-prep education. In the real world, problems are not divided by subject matter. In addition to integrating technology and art, science and history are integrated with reading and writing and math is integrated in science whenever possible. This integration provides students with the opportunity to grapple with real world problems.

### **College Preparation and A Successful Future**

The Central Academy of Arts and Technology aims to prepare all students to be completely prepared for college acceptance upon graduation from high school. Caat will prepare students not only for the academic rigors of college but also empowers them with real life experiences to ensure they are successfully navigating the world beyond Caat. Our high school students will complete a college readiness courses that include:

1. Time, money, and stress management
2. Navigating bureaucracies
3. Adaptability skills
4. Self-advocacy
5. Social networking

### **Arts and Technology**

Arts and Technology courses are central to the program at Caat, building the creative thinking and technological skills that our students will need to become 21st century problem identifiers and leaders in our community. Art and technology education at Caat includes:

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# Technology At Caat

## Integrated Technology For All

- ❖ A device for every child
- ❖ Adaptive online curriculum
- ❖ Adaptive assessments
- ❖ Learning Management System
- ❖ Purposeful Screen Time

## Communication and Collaboration

Seamless, transparent, and easy communication between the school, families, and students.

## Technology Courses

- ❖ Coding
- ❖ Graphic Design
- ❖ Robotics
- ❖ Science Camp
- ❖ Web Design
- ❖ Gaming



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# Caat Arts Program

## Lower School (TK to 3)

Exploration of visual and performing arts.

Intentional arts integration across subjects.



## Middle School (grades 4-6)

Arts electives selected by student, teacher, and family in one of the seven classical arts.

- ❖ Painting and drawing
- ❖ Sculpture
- ❖ Theatre
- ❖ Architecture
- ❖ Music
- ❖ Dance
- ❖ Cinema

## Upper School (grades 7-12)

Arts pathway is selected with an emphasis in a subcategory:

**Visual:** drawing, painting, printmaking, architecture

**Performing:** dance, music, theater

**Media arts:** film, photography, literature, journalism

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## Physical Education

Caat's Physical Education goal is to increase students' quality of life by teaching them proper movement and nutrition and to incorporate cross-curricular activities in the arts, math, and science, in order to increase their learning effectiveness. The physical

education program will serve as a complement to the Caat's academic, arts, and technology program that is a school-wide focus. Students will rotate to P.E. throughout the school year.

For some grades and units P.E. may include off-campus activities. Transportation for these units will be provided. Beginning in 5th grade, students will have the option to wear the Central Academy of Arts and Technology P.E. uniform or dress in other activity appropriate clothing for designated activities.

### **Student Achievement**

Central Academy of Arts and Technology is committed to monitoring student progress throughout the year and communicating to parents effectively. Awards assemblies and events will take place throughout the year to recognize student progress. Student data benchmark dates will coincide with report card periods to include data that will be shared with parents during each conference. Individualized Learning Plans (ILP) will be reviewed along with report cards at each conference. At the end of the school report cards will be mailed home.

1	Grading Period 1: October 10th	Parent Meetings the week of 10/10/25
2	Grading Period 2: December 19h	Parent Meetings the week of 1/18/26
3	Grading Period 3: March 13th	Parent Meetings the week of 3/13/26
4	Grading Period 4: May 25th	*Parent Meeting the week of 5/25/26

\*Theses parent meetings are as needed for students on 504 plans, IEPs, or consideration of retention.

### **California School Dashboard**

California public schools, including charter schools, annually provide information about themselves to the community allowing the public to evaluate and compare schools for student achievement, environment, resources and demographics. You can view information about The Central Academy of Arts and Technology on the web at <https://www.caschooldashboard.org/>.

### **Testing**

Caat shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any other provision of law, a parent's or guardian's written request to School officials to excuse his or her child from any or all parts of the state assessments shall be granted.

Caat also conducts weekly and quarterly assessments to monitor progress. These assessments are a vital component of the academic program. Results are shared with families and can also be accessed through the parent portal.

### **Surveys About Personal Beliefs**

Unless the student's parent/guardian gives written permission, a student will not be given any test, questionnaire, survey, or examination containing any questions about the student's, or the student's parents' or guardians' personal beliefs or practices in sex, family life, morality, or religion.

### **Confiscated Items Retrieval Policy**

All items confiscated from students will remain in the main office until picked-up by a parent or guardian. Any items left at the end of the school year will be given to charity.

### **Retention Policy**

Central Academy of Arts and Technology believes in maintaining communication with you about achievement throughout the year in each of our four grading periods. Families will be provided with information that will clearly state retention warnings if their child is not ready for promotion to the next grade. In the third quarter, the School's Student Study Team and Administration will review each child's achievement file and individual needs to effectively determine retention. Families will be advised in writing of any retention warnings.

### **Animal Dissections**

Students at the Charter School may perform animal dissections as part of the science curriculum. Any student who provides their teacher with a written statement, signed by their parent/guardian, specifying the student's moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, may be excused from such activities if the teacher believes that an adequate alternative education project is possible. The alternative education project shall require a comparable time and effort investment by the student. It shall not, as a means of penalizing the student, be more arduous than the original education project. The student shall not be discriminated against based upon their moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof.

### **Availability of Prospectus**

Upon request, the Charter School will make available to any parent or legal guardian, a school prospectus, which shall include the curriculum, including titles, descriptions, and instructional aims of every course offered. Please note that, pursuant to law, the Charter

School may charge for the prospectus in an amount not to exceed the cost of duplication.

### **Health and Safety Curriculum**

In accordance with California Education Code, students in grades 9–12 will receive instruction on fentanyl poisoning awareness, overdose prevention, the use of naloxone, and safe practices related to drug use. Our aim is to educate students with the facts and tools they need to stay safe and make informed decisions.

### **Homework Guidelines**

Caat is committed to balanced academic expectations. Homework is not assigned in grades TK-6 unless a student is absent or missing assignments. When homework is assigned in grades 7-9 it will be purposeful, reasonable in time commitment by grade level, and clearly identified as required or optional. Assignments will not serve as disciplinary measures, and grading practices will reflect content mastery, not just task completion.

### **Inclusive History Instruction**

Caat follows California's inclusive education mandates by integrating accurate representations of Native American history and landmark cases such as *Mendez v. Westminster* into the curriculum. Our instruction highlights the diverse voices and stories that shape our state and nation.

### **Freedom to Read**

Caat affirms every student's right to access diverse books and learning materials. In alignment with the California Freedom to Read Act, the school will not censor, remove, or restrict access to books based solely on content, viewpoint, or personal objection. Our school library and classrooms will offer a broad representation of stories, histories, and identities to reflect and enrich our diverse community.

# HEALTH AND WELLNESS POLICIES

## **California Healthy Kids Survey**

The Charter School will administer the California Healthy Kids Survey (“CHKS”) to students at grades five, and seven, whose parent or guardian provides written permission. The CHKS is an anonymous, confidential survey of school climate and safety, student wellness, and youth resiliency that enables the Charter School to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence.

## **NSLP – National School Lunch Program**

Central Academy of Arts and Technology participates in the National School Lunch Program, providing two meals (breakfast and lunch) daily for free to all families. Applications must be completed and submitted to the school office prior to the first day of school to determine the school's eligibility. Inform the school if your income information changes at any time. Caat also maintains a School Wellness Policy pursuant to state and federal requirements. Copies of the School Wellness Policy are available upon request at the main office.

Please make us aware if your child has any food allergies. Central Academy of Arts and Technology is a nut free campus. Caat will attempt, but is not required to accommodate for food preferences.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form.

You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

“USDA is an equal opportunity provider and employer.”

### **Universal Meals Program**

Caat will provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. For LCFF funding purposes, families will be asked to complete a lunch application or alternative income form. The completion of these forms may bring significant additional funding for the school, and qualify students for individual benefits such as college application waivers, AP testing fee waivers and Pandemic-Electronic Benefits (P-EBT) benefits.

Dietary modifications can be made for students who meet the criteria and have a completed medical statement submitted for evaluation. Should your child require a special diet, please request a Medical Statement to Request Special Diet form at the school’s main office.

### **Physical Examinations and Right to Refuse**

Students are screened for vision, hearing and scoliosis. Caat adheres to Education Code Section 49450 et seq., as applicable to the grade Parent/Student Handbook Page 40 of 143 levels served by Caat. A parent or guardian may file annually with the Superintendent a statement in writing, signed by the parent or guardian, stating that he or she will not consent to a physical examination of his or her child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school is satisfied that any contagious or infectious disease does not exist.

### **Immunizations and Physical Examinations**

Pursuant to the California Health and Safety Code and the California Code of Regulations, children must provide proof of having received required immunizations (shots) before they can attend school. Immunization records are required for all incoming students. Verification of immunizations will be completed with written medical

records from the child's doctor or immunization clinic. To ensure a safe learning environment for all students, the Charter School follows and abides by the health standards set forth by the state of California. The immunization status of all students will be reviewed periodically. Those students who are not in compliance with the State requirements must be excluded from attendance until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the Charter School.

### **Medication**

It is the policy of Central Academy of Arts and Technology that any pupil who is required to take, during the regular school day, medication prescribed (prescription or over the counter) for him/her by a physician may be assisted by the school nurse or other designated school personnel if the school 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 assist the pupil in the matters set forth in the physician's statement.

The required forms are available from the school office. Students may not carry or use any medication, including over the counter or prescription, without written physician and parent/guardian consent and unless cleared through the school office. School staff is not permitted to administer any medication at any time without a written authorization by a physician and parent. A student's parent/guardian is responsible for picking up any remaining medication at the end of the school year. If left in the school office after the last day of school, the medication will be destroyed.

### **Suicide Prevention**

Caat recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, Caat has developed prevention strategies and intervention procedures, which are outlined in Caat's Suicide Prevention Policy [Education Code § 215].

If you are aware of someone who is struggling with, or considering suicide, please immediately contact your local community resources such as a local hospital, law enforcement, or community based organizations. Additionally, you can call the National Suicide Prevention Lifeline at 1-800-273-8255.

## **Diabetes**

The Charter School will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 2 diabetes.
2. A description of the risk factors and warning signs associated with type 2 diabetes.  
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3. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
4. A description of treatments and prevention of methods of type 2 diabetes. 5. A description of the different types of diabetes screening tests available. A copy of the information sheet regarding type 2 diabetes is available at:  
<https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>. Please contact the office if you need a copy of this information sheet or if you have any questions about this information sheet.

A copy of the information sheet regarding type 2 diabetes is available at:  
<https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>.

Please contact the office if you need a copy of this information sheet or if you have any questions about this information sheet. The Charter School will provide an information sheet regarding type 1 diabetes to the parent or guardian of a student when the student is first enrolled in elementary school, pursuant to Education Code Section 49452.6.

The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 1 diabetes.
2. A description of the risk factors and warning signs associated with type 1 diabetes.
3. A recommendation that parents or guardians of students displaying warning signs associated with type 1 diabetes should immediately consult with the student's primary care provider to determine if immediate screening for type 1 diabetes is appropriate.

4. A description of the screening process for type 1 diabetes and the implications of test results.

5. A recommendation that, following a type 1 diagnosis, parents or guardians should consult with the pupil's primary care provider to develop an appropriate treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist. A copy of the information sheet regarding type 1 diabetes shall be made available by the CDE, on the CDE's website.

A copy of the information sheet regarding type 1 diabetes shall be made available by the CDE, on the CDE's website. Please contact the office if you need a copy of this information sheet or if you have any questions about this information sheet.

### **Human Trafficking Prevention**

California has the highest number of incidents of human trafficking in the U.S., and all students may be vulnerable. The Charter School believes it is a priority to inform our students about (1) the prevalence, nature of and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance, and (2) how social media and mobile device applications are used for human trafficking. In accordance with the California Healthy Youth Act, the Charter School will provide age-appropriate instruction on the prevention of human trafficking, including sexual abuse, assault, and harassment.

You have the right to excuse your child from all or part of the instruction on the prevention of human trafficking. An opt-out form is available at the main office for your convenience. Your consent for this instruction is NOT required. If we do not receive a written request to excuse your child, your child will be included in the instruction. Information and materials for parents/guardians about the curriculum and resources on prevention of human trafficking and abuse, including sexual abuse, assault, and harassment are available on Charter School's website for your review.

### **Mental Health Services**

The Charter School recognizes that when unidentified and unaddressed, mental health challenges can lead to poor academic performance, increased likelihood of suspension and expulsion, chronic absenteeism, student attrition, homelessness, incarceration, and/or violence. Access to mental health services at the Charter School and in our community is not only critical to improving the physical and emotional safety of students, but it also helps address barriers to learning and provides support so that all students

can learn problem-solving skills and achieve in school and, ultimately, in life. The following resources are available to your child:

### *Available on Campus*

School-based counseling services – your child is encouraged to directly contact a Charter School administrator by coming into the main office during school hours and making an appointment. Our Charter School administrators support students by connecting them to vital resources.

Counseling services, whether provided by our Charter School or by an outside provider listed herein, are voluntary.

Special education services – if you believe your child may have a disability, you are encouraged to directly contact a school administrator to request an evaluation.

Prescription medication while on campus – if your child requires prescription medication during school hours and you would like assistance from School staff in providing this medication to your child, please contact the school nurse at the respective school site.

### *Available in the Community*

Locally - Mary K Shell Mental Health Center  
Address: 2151 College Ave, Bakersfield, CA 93305  
Phone: (661) 868-8080

National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at 1-800-273-8255.

The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. Available at 1-866-488-7386 or visit <https://www.thetrevorproject.org/>.

Big Brothers/Big Sisters of America – This organization is a community- based mentorship program. Community-specific program information can be found online at <https://www.bbbs.org> or by calling (813) 720-8778.

## **Student Privacy and Gender Identity Policy**

Every student at Caat has the right to privacy regarding their gender identity, chosen name, and pronouns. Staff are not permitted to disclose a student's gender identity or expression to parents or guardians without the student's explicit consent, in accordance with California Education Code and the SAFETY Act. Our commitment is to create a safe, affirming space for all students.

## **School Safety Plan**

The Charter School has established a Comprehensive School Safety Plan. The Plan is available upon request at the main office. A parent safety committee will meet quarterly. If you want to attend or be on the committee please contact the school Superintendent.

# **SCHOOL POLICIES FOR STUDENTS/FAMILIES**

## **Cell Phones**

Central Academy of Arts and Technology is committed to maximizing the educational achievement of every child, which includes ensuring that students can focus on the content being taught in class, free of distractions. Cell phones can be a major distraction and safety concern. While in class students will be asked to keep their cell phones put away and on silent. A teacher may also require students to check in their cell phone at the start of class. Students may only use cell phones when it is permitted by the teacher and for the purposes of enhancing the student's academic achievement. If improper use of a cell phone occurs, parents will be notified and asked to pick up the cell phone from the school after a conference with the school administration.

If it becomes necessary for you to reach your child during school hours, or if it becomes necessary for your child to reach you during school hours, all communications should be relayed through the main office. Please do not call or text your child during the school day on their cell phone. Only emergency messages will be relayed. As appropriate, the office staff and administration will determine if a message is an emergency.

## **Bicycles**

Bicycles may be ridden to and from school. Bicycles are to be parked properly in the designated area. Bicycles are not allowed elsewhere on the school grounds at any time. Be sure to always lock your bicycle. The school assumes no liability for any bicycle or bicycle equipment.

## **Books and Devices**

Books and devices are issued to students the first week of school and throughout the year as required for coursework. Students are responsible for returning these books and devices during the last week of school. Any damages or losses must be paid before report cards are issued. Students will be billed for the loss of school property including technology, books etc.

Students at Caat may also elect to bring their own device to school. The school is not liable for lost or stolen devices. Activity on a student's device is monitored by the school while the student is on campus. Inappropriate/unacceptable content will result in disciplinary action. Parents/guardians and the students must agree to the Bring Your Own Device Policy (BYOD Policy).

## **Parent Communication**

Every month, we will send a packet of information home with students in their backpacks. Parents should read the enclosed information, then sign and date the envelope and put it in their child's backpack to be returned to school by the Friday of the week it is received. Monthly parent information will also be communicated digitally

## **Field Trips**

Through the school year, students will occasionally be going on field trips. Parent permission slips must be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures used in the daily transportation of pupils will be observed and enforced on the field trips. Transportation for school sponsored trips will be provided. A child may become ineligible for off-campus trips, including daily or overnight trips, due to their disciplinary record. Teachers or administrators may set specific requirements for special trips including GPA and behavior. No child will ever be excluded from a trip due to a disability.

## **Eighth Grade Graduation Requirements**

In order to be eligible to walk in the promotion ceremony, students must complete the following requirements:

1. Maintain a 2.5 in all coursework.
2. Receive a D or higher in ALL subject areas in the third quarter (No F's).
3. Overall attendance of 93% or higher.

Parents must be notified of their child's inability to walk in the graduation ceremony after the grading period in which the student receives an F. Promotion to 9th grade can still be attained, however, walking in the ceremony will not be permitted.

## **Lost and Found**

All student items lost or found will be sent to the office for identification. If the item's proper owner cannot be determined it will be placed in the lost and found bin.

Non-uniform items and/or objects of significant value may be secured in the office for safekeeping until the owner claims the item. Only adults listed as guardians will be able to request lost and found items that are in the possession of the office.

Periodically, the Lost and Found bin will be offered as donations. Forty-eight hour notice will be provided for those that would like to claim lost items.

## **Personal Belongings**

Students are not allowed to have the following items at school:

- Gum
- Permanent markers
- Toys/games/ cards
- Candy/sweets/junk food/sodas
- Weapons/toy weapons
- Hand-held game systems
- Earrings (except stud earrings no larger than a pencil eraser, or 1/4 inch in width)
- Excessive amounts of cash
- Any substance or paraphernalia illegal for minors
- Matches/any flammable items

## **Parent Engagement Hours Program**

Central Academy of Arts and Technology families are strongly encouraged to perform 30 "Engagement Hours" per family each school year that their child is enrolled. All approved activities coincide with good parenting practices that help students succeed in school. Research shows that parents involved in their child's learning at school results in higher student achievement and overall school experience. Not all 30 hours need/can be completed in the classroom or by donations.

Examples of Parent Engagement Hours:

1. Attending Parent Conferences (ILP Meetings)
2. Attending Governance, Solutions Teams & Board Meetings
3. Volunteering in the Café or Driveway
4. Donating classroom materials (a list will be provided each month of needs)
6. Helping in the classroom
7. Supervising a school event
8. Coach/lead an afterschool activity
9. Attend school advisory committee meetings
11. Helping/tutoring during Genius Hour
12. Student projects
13. Taking your child to the public library or other community educational event, museum etc.
14. Attending parent forums or groups
15. Assisting with dance, drama, or other school productions

A Mutual Commitment form will be signed at the beginning of the school year by both the family and school. The document will outline all the practices that Central Academy of Arts and Technology will implement to help your child succeed at school. It will also outline how families may support their child at Caat with the goal of succeeding in our rigorous environment.

### **CAPS (Central Academy Parent Squad) - Parent Club**

CAPS are organized for the purpose of promoting the interests of cooperation with the administrators and teachers. In addition, they provide a forum for the sharing of ideas that will benefit Caat. CAPS will also be the platform for educating parents about the Caat educational program as it grows and changes. CAPS meet on a monthly basis and all parents are welcome to attend meetings. Those parents who attend meetings will become voting members. An interpreter will be present at each meeting.

The CAPS dates for the 2024-2025 school year will be published by the Parent Club President. All meetings will be held at Central Academy of Arts and Technology.

## Public Meeting Notice

The public is invited to attend Caat Public Schools public meetings. If you require any reasonable accommodation to enable you to attend and or participate, please contact the Caat Home Office at least 48 hours prior to the meeting. Call (661) 885-0023 or [info@linkedps.org](mailto:info@linkedps.org) with your request.

## SPECIAL POPULATIONS

### Education of Foster and Mobile

Youth Definitions: For the purposes of this annual notice the terms are defined as follows:

“Foster youth” means any of the following:

1. A child who is the subject of a petition filed pursuant to California Welfare and Institutions Code (“WIC”) section 309 (whether or not the child has been removed from the child’s home by juvenile court).
2. A child who is the subject of a petition filed pursuant WIC section 602, has been removed from the child’s home by the juvenile court, and is in foster care.
3. A nonminor under the transition jurisdiction of the juvenile court, as described in WIC section 450, who satisfies all of the following criteria: a. The nonminor has attained 18 years of age while under an order of foster care placement by the juvenile court. b. The nonminor is in foster care under the placement and care responsibility of the county welfare department, county probation department, Indian tribe, consortium of tribes, or tribal organization. c. The nonminor is participating in a transitional independent living case plan.
4. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court.

5. A child who is the subject of a voluntary placement agreement, as defined in WIC section 11400.

“Former juvenile court school student” means a student who, upon completion of the student’s second year of high school, transfers from a juvenile court school to the Charter School, excluding a school district operated by the Division of Juvenile Justice of the Department of Corrections and Rehabilitation, from a juvenile court school.

Child of a military family” refers to a student who resides in the household of an active duty military member.

“Currently Migratory Child” refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to the Charter School from another Local Educational Agency (“LEA”), either within California or from another state, so that the child or a member of the child’s immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child’s eligibility for migrant education services. This includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.

“Student participating in a newcomer program” means a student who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant students that has as a primary objective the development of English language proficiency.

Within this notice, foster youth, former juvenile court school students, a child of a military family, a currently migratory child, and a student participating in the newcomer program will be collectively referred to as “Foster and Mobile Youth.” Within this notice, a parent, guardian, or other person holding the educational rights for a Foster and Mobile Youth will be referred to as a “parent/guardian.” Foster and Mobile Youth Liaison:

The Executive Director or designee designates the following staff position as the Liaison for Foster and Mobile Youth:

Dori Sanchez, Caat Elementary School Lead  
1723 18th Street  
Bakersfield, Ca 93301

The Foster and Mobile Youth Liaison's responsibilities include but are not limited to the following:

1. Ensuring and facilitating the proper educational placement, enrollment in school, and checkout from school of foster children.
2. Assisting foster children when transferring from one school to another school in ensuring proper transfer of credits, records and grades.

### *School Stability*

The Charter School will work with foster youth and their parent/guardian to ensure that each pupil is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all pupils, including, but not necessarily limited to, interscholastic sports. All decisions regarding a foster youth's education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

Foster youth, currently migratory children and children of military families have the right to remain in their school of origin if it is in their best interest. The Charter School will immediately enroll a foster youth, currently migratory child or child of a military family seeking re-enrollment in the Charter School as the student's school of origin (subject to the Charter School's capacity and pursuant to the procedures stated in the Charter School's charter and Board policy). If a dispute arises regarding a foster youth's request to remain in the Charter School as the school of origin, the foster youth has the right to remain in the Charter School pending the resolution of the dispute. The Charter School will also immediately enroll any foster youth, currently migratory child or child of a military family seeking to transfer to the Charter School (subject to the Charter School's capacity and pursuant to the procedures stated in the Charter School's charter and Board policy) regardless of the student's ability to meet normal enrollment documentation or uniform requirements (e.g., producing medical records or academic records from a previous school).

Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin following the termination of the child's status as a foster youth, currently migratory child or child of a military family, as follows:

1. For students in kindergarten through eighth grade, inclusive, the student will be allowed to continue in the school of origin through the duration of the academic year in which the student's status changed.
2. For students enrolled in high school, the student will be allowed to continue in the school of origin through graduation.

### *Acceptance of Course Work*

The Charter School will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a Foster and Mobile Youth. The Charter School will provide Foster and Mobile Youth credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the Charter School shall not require the student to retake the portion of the course the student completed unless the Charter School, in consultation with the holder of educational rights for the student, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the Foster and Mobile Youth shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

### *Student Records*

When the Charter School receives a transfer request and/or student records request for the educational information and records of a foster youth from a new local educational agency ("LEA"), the Charter School shall provide these student records within two (2) business days. The Charter School shall compile the complete educational record of the student, including but not limited to a determination of seat time, full or partial credits earned, current classes and grades, immunization and other records, and, if applicable, a copy of the student's special education records including assessments, IEPs, and/or 504 plans. All requests for student records will be shared with the Foster and Mobile Youth Liaison, who shall be aware of the specific educational record keeping needs of Foster and Mobile Youth.

The Charter School shall not lower a foster youth's grades as a result of the student's absence due to a verified court appearance, related court ordered activity, or a change

the placement of the student made by a county or placing agency. If a foster youth is absent from school due to a decision to change the placement of the student made by a county or placing agency, the grades and credits of the pupil will be calculated as of the date the student left the Charter School. In accordance with the Charter School's Educational Records and Student Information Policy, under limited circumstances, the Charter School may disclose student records or personally identifiable information contained in those records to certain requesting parties including but not limited to a foster family agency and state and local authorities within a juvenile justice system, without parent/guardian consent.

### *Discipline Determinations*

If the Charter School intends to extend the suspension of any foster youth pending a recommendation for expulsion, the Charter School will invite the student's attorney and an appropriate representative from the relevant county agency to participate in the meeting at which the extension of the suspension will be discussed.

## **Education of Homeless Children and Youth**

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence. It includes children and youths who (42 U.S.C. § 11434a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless." Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the Charter School Liaison.

School Liaison: The Executive Director or designee designates the following staff person as the School Liaison for homeless students (42 U.S.C. § 11432(g)(1)(J)(ii)):

Dori Sanchez, Caat Elementary School Lead  
1723 18th Street  
Bakersfield, Ca 93301

The Charter School Liaison shall ensure that (42 U.S.C. § 11432(g)(6)):

1. Homeless students are identified by school personnel and through outreach and coordination activities with other entities and agencies, and through the annual housing questionnaire administered by the Charter School
2. Homeless students enroll in and have a full and equal opportunity to succeed at the Charter School.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by the Charter School, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School's charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.

8. Charter School personnel providing services receive professional development and other support.

9. The Charter School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the Charter School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

The California Department of Education publishes a list of the contact information for the Homeless Education Liaisons in the state, which is available at:  
<https://www.cde.ca.gov/sp/hs/>

### *Housing Questionnaire*

Charter School shall administer a housing questionnaire for purposes of identifying homeless children and youth. Charter School shall ensure that the housing questionnaire is based on the best practices developed by the CDE. Charter School shall annually provide the housing questionnaire to all parents/guardians of students and to all unaccompanied youths at Charter School. The housing questionnaire shall include an explanation of the rights and protections a student has as a homeless child or youth or as an unaccompanied youth.

The housing questionnaire shall be available in paper form. The housing questionnaire shall be available in English, and if fifteen (15) percent or more of the students enrolled at Charter School speak a single primary language other than English, it shall also be written in the primary language. The questionnaire shall be translated into other languages upon request of a student's parent/guardian or an unaccompanied youth. Charter School shall collect the completed housing questionnaires and annually report to the CDE the number of homeless children and youths and unaccompanied youths enrolled. (Education Code Section 48851.)

### *Acceptance of Course Work*

The Charter School will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a homeless student. The Charter School will provide homeless students credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency.

If the student did not complete the entire course, the Charter School shall not require the student to retake the portion of the course the student completed unless the Charter School, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course.

These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements. For any homeless student who enrolls at the Charter School, a copy of the Charter School's complete policy shall be provided at the time of enrollment. A copy of the complete Policy is available upon request at the main office.

### **English Learners**

The Charter School is committed to the success of its English Learners and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning. The Charter School will meet all applicable legal requirements for English Learners as they pertain to annual notification to parents, student identification, placement, program options, English Learners and core content instruction, teacher qualifications and training, reclassification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. The Charter School will implement policies to assure proper placement, evaluation, and communication regarding English Learners and the rights of students and parents.

### **Section 504**

The Charter School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the Charter School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for

accommodations by the Charter School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Executive Director. A copy of the Charter School's Section 504 policies and procedures is available upon request at the main office.

### **Special Education /Students with Disabilities**

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. The Charter School provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the [SELPA/AUTHORIZER]. These services are available for special education students enrolled at the Charter School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. The Charter School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Pursuant to the IDEA and relevant state law, the Charter School is responsible for identifying, locating, and evaluating children enrolled at the Charter School with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. The Charter School shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact the school's Superintendent.

### **Student Records, Including Records Challenges and Directory Information**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after the day the Charter School receives a request for access. Parents or eligible students should submit to the Charter School Executive Director or designee a written request that identifies the records they wish to inspect. The Charter School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Charter School to amend a record should write the Charter School's Executive Director or designee, clearly identify the part of the record they want changed and specify why it should be changed. If the Charter School decides not to amend the record as requested by the parent or eligible student, the Charter School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If the Charter School decides to amend the record as requested by the parent or eligible student, the Executive Director must order the correction or the removal and destruction of the information and inform the parent or eligible student of the amendment in writing.

3. The right to provide written consent before the Charter School discloses personally identifiable information ("PII") from 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 Charter School officials with legitimate educational interests. A Charter School official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Charter School's Board of Directors. A Charter School official also may include a volunteer, consultant, vendor, or contractor outside of the Charter School who performs an institutional service or function for which the Charter School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or contracted provider of digital educational platforms and/or services; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another Charter School official in performing their tasks.

A Charter School official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the Charter School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer. Note

that Charter School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. The right to request that the Charter School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent. FERPA permits the disclosure of PII from a student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

Except for disclosures to Charter School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the Charter School to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A Charter School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to the following parties:

1. Charter School officials who have a legitimate educational interest as Parent/Student Handbook Page 60 of 143 defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, the Charter School will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. The Charter School will make a reasonable attempt to notify the parent or eligible student of the request for records at the parent's or eligible student's last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, the Charter School will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for a hearing;

3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or non related extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by the Charter School for students and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by the Charter School; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by the Charter School with respect to that alleged crime or offense. The

Charter School discloses the final results of the disciplinary proceeding regardless of whether the Charter School concluded a violation was committed.

“Directory Information” is information that is generally not considered harmful or an invasion of privacy if released. The Charter School may disclose the personally identifiable information that it has designated as directory information without a parent’s or eligible student’s prior written consent. The Charter School has designated the following information as directory information:

- Student’s name
- Student’s address
- Parent’s/guardian’s address
- Telephone listing
- Student’s electronic mail address
  - Parent’s/guardian’s electronic mail address
- Photograph/video
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the Charter School to disclose directory information from your child’s education records without your prior written consent, you must notify the Charter School in writing at the time of enrollment or re-enrollment.

Please notify the School Superintendent at:

Joanna Kendrick  
Caat Superintendent  
joanna@linkedps.org

A copy of the complete Policy is available upon request at the main office.

## **MARRIED, PREGNANT OR PARENTING TEENS**

Pregnant or parenting students, regardless of their marital status, have the right to attend Caat Public Schools and to participate in any program or activity for which they would otherwise qualify in an environment free from discrimination or harassment [Education Code § 222].

Classes, programs and materials offered to pregnant and parenting students must be equal to those offered to other students and students must be provided access to those classes needed to complete their course of study. Pregnant and parenting students have a right to full participation in school classes, programs, and activities and it is the school's responsibility to make reasonable accommodations to keep pregnant students safe on campus and facilitate their continued participation.

Such accommodations may include, but are not limited to: additional time for use of facilities and class changes and home schooling during absences due to pregnancy related illness or recovery. Students should not be checked out from a school based on their pregnancy or parenting status.

Pursuant to AB 2289, a pregnant or parenting pupil is entitled to 8 weeks of parental leave and during this leave, or more if deemed medically necessary by the student's physician, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant.

Absences will be marked as excused. Upon return to school after taking parental leave, a pregnant or parenting student will be able to make up work missed during the pregnant or parenting student's leave, including, but not limited to, makeup work plans and re-enrollment in courses.

Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in the Charter School if it is necessary in order for the student to be able to complete any graduation requirements, unless the Charter School determines that the student is reasonably able to complete the graduation requirements in time to graduate from high school by the end of the student's fourth year of high school. Complaints of noncompliance with laws relating to pregnant or parenting

students may be filed under the Uniform Complaint Procedures (“UCP”) of Caat Public Schools. The complaint may be filed in writing with the compliance officer:

Joanna Kendrick  
Caat Superintendent  
[joanna@linkedps.org](mailto:joanna@linkedps.org)  
661-883-0023

## **DISCIPLINE POLICIES**

### **Values Driven**

Our goal at Central Academy of Arts and Technology is to create an environment where every student can thrive. As a highly effective school, we seek to establish a performance-based culture that is focused on a clear vision; a safe, orderly environment; a climate of high expectations for students and staff; frequent monitoring of student achievement; and strong relationships between home and school. The positive approach of setting school wide behavior expectations ensures that our students will be taught the behaviors we expect.

Our school-wide behavior expectations are based on our 4 Cardinal values: COURAGE, WISDOM, JUSTICE, and SELF-CONTROL. Developing and nurturing these traits are key to the achievement of our mission at Central Academy of Arts and Technology and to our students’ success in college and beyond. All adults and students are expected to model positive behavior on a daily basis that reflects the Cardinal values.

### **School Wide Behavior Practices**

School-wide means that educators support appropriate behavior in classroom and non-classroom areas. An important aspect of a school-wide teaching model is the understanding that appropriate behavior and social competences is a skill that requires direct teaching to students. Teachers will deliver lessons that focus on our 4 core values and students will learn and practice the expectations.

Any action that disturbs and interrupts the learning process is not permitted by any student. The appropriate behavior is encouraged and rewarded by public recognition and noted on our school wide-behavior dashboard. Staff, students, and parents have access to view the student behavior dashboard. A weekly report of student behavior is shared with parents.

When the student refuses to accept the authority of the teacher, the student should be immediately referred to an administrator for appropriate action. Families play a key role in supporting positive behavior. Administrators require cooperation and engagement from families when working to address repeated behavioral challenges which may include families attendance at meetings, classroom support, and home-to-school behavioral support plans.

### **School-Wide Behavior Management System**

Central Academy of Arts and Technology has implemented a system to monitor both positive recognition and appropriate consequences. Through the use of a school wide economy system (Kickboard) students will earn \$50 Core Values (CV) Bucks every Monday in their student account. If a student is going above and beyond one or more Values dollars may be added in addition to their weekly allowance. If a student is going against the core values, CV Bucks will be deducted by any staff member.

### **Positive Recognition**

Students will receive a Core Values (CV) paycheck that will have listed the deposits and deductions they received throughout the week. In addition, they will receive a paycheck with the CV bucks that they earned. Students will have the opportunity to spend their earnings at a student store. The student store will include school supplies, Central Academy of Arts and Technology Spirit Gear, College Gear, raffle tickets, coupons for special school privileges, and surprise prizes and activities. Teachers and grade levels may create specialized incentives for their students using CV bucks

### **The Use of Consequences**

When students continue to violate the behavior expectations, despite use of our common behavior modification practices, teachers may choose to use consequences for students' negative actions within the following parameters. The following *Levels of Consequences* will be followed to provide students with alternatives and support.

Per California Education Code 49056, students shall not be denied recess by a member of the school's staff unless the pupil's participation poses an immediate threat to the physical safety of the pupil or to the physical safety of one or more of the pupil's peers.

## Code of Student Conduct: Levels of Consequences

Levels	Disciplinary Options								
<p><b>1</b></p>	<p><i>Classroom Level Interventions/Consequences:</i> Staff members use the following interventions to help the students change behavior. Deductions on Kickboard, the school wide behavior system, will also be administered by staff members. If these interventions are successful, referral to the School Administrator may not be necessary.</p> <table border="1" data-bbox="337 701 1409 978"> <tr> <td data-bbox="337 701 604 821">Verbal Reminder</td> <td data-bbox="604 701 873 821">Loss of Privileges</td> <td data-bbox="873 701 1143 821">Parent Contact</td> <td data-bbox="1143 701 1409 821">Teacher Conference</td> </tr> <tr> <td data-bbox="337 821 604 978">Change Of Seat</td> <td data-bbox="604 821 873 978">Behavior Reflection Handout</td> <td data-bbox="873 821 1143 978">Overtime</td> <td data-bbox="1143 821 1409 978">Cool Down Corner</td> </tr> </table>	Verbal Reminder	Loss of Privileges	Parent Contact	Teacher Conference	Change Of Seat	Behavior Reflection Handout	Overtime	Cool Down Corner
Verbal Reminder	Loss of Privileges	Parent Contact	Teacher Conference						
Change Of Seat	Behavior Reflection Handout	Overtime	Cool Down Corner						
<p><b>2</b></p>	<p><i>Level 1 intervention/consequence has been ineffective:</i> Staff members use the following interventions to help the students change behavior. Deductions on Kickboard will also be administered by staff members. In some cases, referral to the School Administrator may be necessary.</p> <table border="1" data-bbox="337 1318 1409 1554"> <tr> <td data-bbox="337 1318 695 1438">Peer Mediation</td> <td data-bbox="695 1318 1052 1438">Parent Conference</td> <td data-bbox="1052 1318 1409 1438">Counseling Session with Principal</td> </tr> <tr> <td data-bbox="337 1438 695 1554">Conflict Resolution</td> <td data-bbox="695 1438 1052 1554">Teacher/Student Conference</td> <td data-bbox="1052 1438 1409 1554">Friday After School Overtime</td> </tr> </table>	Peer Mediation	Parent Conference	Counseling Session with Principal	Conflict Resolution	Teacher/Student Conference	Friday After School Overtime		
Peer Mediation	Parent Conference	Counseling Session with Principal							
Conflict Resolution	Teacher/Student Conference	Friday After School Overtime							
<p><b>3</b></p>	<p><i>Level 2 intervention/consequence has been ineffective or the behavior is severe:</i></p> <p><b>Office Referral required.</b></p> <p><b>Parent/guardian notification required.</b></p> <p><b>Deductions on Kickboard will also be administered.</b></p>								

	<table border="1"> <tr> <td>Friday After School Overtime</td> <td>Community Service</td> <td>In-School Suspension</td> </tr> <tr> <td>Decision-Making Reflection Packet</td> <td>Daily check-in and check-out with Principal</td> <td>Saturday School</td> </tr> </table>	Friday After School Overtime	Community Service	In-School Suspension	Decision-Making Reflection Packet	Daily check-in and check-out with Principal	Saturday School
Friday After School Overtime	Community Service	In-School Suspension					
Decision-Making Reflection Packet	Daily check-in and check-out with Principal	Saturday School					
<b>4</b>	<p><i>Level 3 intervention/consequence has been ineffective or behavior is severe:</i></p> <p><b>Office Referral required.</b>  <b>Parent/guardian notification required.</b>  <b>Deductions on Kickboard will also be administered.</b></p> <table border="1"> <tr> <td>Suspension (1-5 days)</td> <td>Restricted Activity</td> </tr> <tr> <td>Daily Check in - Check Out With Principal</td> <td>Behavior Contract</td> </tr> </table>	Suspension (1-5 days)	Restricted Activity	Daily Check in - Check Out With Principal	Behavior Contract		
Suspension (1-5 days)	Restricted Activity						
Daily Check in - Check Out With Principal	Behavior Contract						
<b>5</b>	<p><i>Level 4 intervention/ consequence has been ineffective or behavior is severe:</i></p> <p><b>Office Referral required.</b>  <b>Parent/guardian notification required.</b>  <b>Extended Suspension.</b>  <b>Possible Expulsion (only to be considered in the most extreme cases)</b>  <b>Referral to alternate school-based programs.</b></p>						

**Behavior Contracts**

If a student reaches level 5 throughout the course of the school year, the student may become subject to a behavior contract. Behavior contract criteria are developed and shared with families by the Superintendent with teacher input. Each behavior contract case is individualized and based on the specific needs of each student’s situation.

Examples of behavior contracts may include:

- A shortened or lengthened school day
- Counseling for student
- Attendance goals

- Grade goals
- Individualized behavior expectations
- Removal from classroom setting to an in-house suspension
- Removal from certain times of the school day

Our ultimate goal is to serve all students. We will work with the family and outside partners to find the best solutions for our students.

### **Suspension and Expulsion Policy**

Reasons for suspension and/or expulsion according to Education code 48900 are listed in the appendix. All suspension and expulsion notices will be provided to families in their primary native language to ensure full understanding of the reason, process, and rights related to the disciplinary action. If the pupil is a homeless child or youth, or a foster child or youth, in the native language of the homeless or foster child's educational rights holder. In the case of a foster child or youth, the written notice shall also be provided to the foster child's attorney and county social worker. If the pupil is an Indian child, as defined in Section 224.1 of the Welfare and Institutions Code, the written notice shall also be provided to the Indian child's tribal social worker and, if applicable, county social worker.

### **Suspension/Expulsion of students with Special Needs (Ed Code 48915.5)**

Students with disabilities are subject to the same school discipline rules as other students; however, additional protections and supports apply. If a student with a disability is suspended or recommended for expulsion, the school will continue to provide access to their education and services. If transportation is part of a student's individualized education program (IEP), the school will provide an alternative at no cost if bus access is restricted. When a change in placement is being considered, the IEP team will meet to review the situation and determine appropriate next steps. For students in foster care, experiencing homelessness, or connected to tribal communities, appropriate representatives and support persons will be invited to participate in this process to ensure the student's needs and rights are fully considered.

A certificated or noncertificated employee may refer a pupil to charter school administrators for appropriate and timely in-school interventions or supports. Before a suspension is issued, the school will follow established procedures to ensure fairness and due process. This includes conducting an informal conference with the student, and when practicable, the referring teacher or staff member, led by the principal, their designee, or the district superintendent. During this conference, the student will be

informed of the reasons for the proposed disciplinary action, the evidence supporting it, and the other corrective measures that were attempted prior to considering suspension. The student will also be given an opportunity to respond, share their perspective, and present any relevant evidence. All steps in this process will be appropriately documented prior to the suspension decision.

Per California Education Code 48901.1:

A pupil enrolled in a charter school in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, and those acts shall not constitute grounds for a pupil enrolled in a charter school in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(2) A pupil enrolled in a charter school in any of grades 6 to 8, inclusive, shall not be suspended on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

### **Disclosing the use of a controlled substance or tobacco**

Per California Education code 48900(c)(2), Pupils who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports shall not be suspended solely for that disclosure.

### **In-School Intervention and Behavior Supports (Ca EDC 48901.1)**

Our school wants every student to succeed in a safe and supportive environment. Instead of sending students home for certain behavior issues, we may place them in in-school intervention.

What this means for students:

- You will stay in school and work in a supervised setting.
- You may be asked to reflect on your choices and practice strategies for positive behavior.
- Staff will help you with tools to be successful when you return to class.

Communication and Support:

- Teachers and staff will be told how to best support you when you go back to

class.

- Parents/guardians may also be contacted to keep them informed.
- If behavior concerns happen more than once, we may add extra supports to help you do better.

## After School Activities

Central Academy of Arts and Technology provides an After School Program available to all students. To participate in the program, a contract must be completed and submitted to the school office prior to the first day of school. If family circumstances change, and space is available, students will be admitted to the after school program throughout the school year. Activities include but are not limited to:

1. Extended Learning Opportunities
2. Arts & Music
3. Dance and Drama

## After School Program Hours of Operation

The afterschool program will be open from 3:40 pm to 6:00 pm. Parents picking up their children must request them at the front office. Proper ID is required. Students are required to stay all five days until 6:00.

Central Academy of Arts and Technology School Policies

\*All school policies apply to all students regardless of age or gender identification.

## Dress Code Policy

We believe that students should focus their energy and attention on their academic growth and not on the style of clothes worn by their peers.

Students should be ***Dressed for Success***. Uniforms should be kept neat and clean at all times and fit appropriately. Skirts and shorts must be no shorter than 4 inches above the knee and must be worn at the waist.

## **Uniform Violation Policy**

If students do not come to school in their uniform, their parent/guardian will be contacted and will be asked to bring a change of clothes for their child. In addition, students that do not come to school in their uniform may be asked to wear a “loaner uniform” for the remainder of the day.

## **Uniform Standards - Elementary School (Grades TK-8)**

All uniforms must be in clean condition without holes or tears.

### Uniform Options for Top

- Grades TK-8 Black or White Polo Shirt with Caat Logo
- Grade 9 Navy Polo with Caat Crest
- All grades: White collared shirt with Caat plaid tie or bow tie

### Uniform Options for Bottoms (All Grades)

- Khaki or black Shorts, Skirt, Pants or Skorts (must extend below fingertips)
- Brown or Black belt (Students in grades 3 and up must keep their shirts tucked in at all times.)
- Black jeans, legging, or cargo pants/shorts are not permitted

### Uniform Options for Outerwear (All Grades)

- Outerwear with hoods are not permitted
- Black or white sweater with Caat logo
- Black or white zip with Caat logo
- Black or white jacket with Caat logo
- Black sports jacket with Caat logo

### Footwear (All Grades)

- Solid white or solid black socks
- Solid white or black shoes
- Open toed or backless shoes are not permitted

### Hair

- Hair must be a natural color (blonde, brown, black, natural red)
- Hair must be neatly groomed, not covering the eyes or ears
- No wave-caps, bandanas, or bonnets

### Jewelry

- Earrings may not dangle from the ear, studs only
- No plugs or spikes allowed
- Jewelry with logos deemed inappropriate by Central Academy of Arts and Technology will not be allowed

### Backpacks

- Backpacks must be free of patches or writing.

## Uniform Purchasing Policy

The Central Academy of Arts and Technology has worked with uniform providers to make uniforms affordable for all families. We strive to find providers who can offer families the best value for their money when it comes to uniform purchases.

We suggest purchasing 5-6 uniform shirts and 3-4 uniform bottoms. At the end of each semester Caat will host uniform exchange days, where families can “trade” uniforms. We highly encourage families to donate gently used uniform items throughout the year so that we can support distribution of uniforms to families with growing children and families with a financial need.

Official Caat uniform pieces can be pre-ordered at the following places:

1. Polos can be pre-ordered online
2. Khaki or black pants, shorts, and skirts can be purchased anywhere, as long as they are in accordance with our specific policy.

\*Uniform scholarships are available to families in financial need on a case by case basis. Please see the Superintendent or Director of Operations for details.

## Free Dress Policy

*Very rarely*, certain days may be designated throughout the year as Free Dress Days or Spirit Days (usually linked to an accomplishment). The school uniform does not have to be worn, but the clothing must meet these guidelines:

- Clothing must reflect a positive image of the school and contribute to a distraction-free learning environment
- Central Academy of Arts and Technology spirit tee-shirts may be worn on free dress day
- Shorts and skirts must reach approximately 4-inches above the knee

- No tight, loose, revealing, spaghetti-strap, mid-drift, backless, low cut or short clothing
- No backless shoes, sandals, cleats, Heelys, open-toed or high-heels
- No thematic dress ensembles such as a complete little league uniform, cheer outfit or princess attire

## ATTENDANCE POLICIES

Central Academy of Arts and Technology is committed to maximizing the educational achievement of students throughout the school year. To continue learning, students are required to make up any and all work missed during their absence. Families are responsible for contacting teachers for makeup work missed during any absence, regardless of the reason.

When a student is absent or tardy they must submit a note to the Caat office within 24 hours. Parents may call the main office to clear absences and tardies.

### Absences Policy

#### *Excused Absences*

The school office should be informed promptly if your child has a communicable disease so that we can notify other parents, if necessary.

Excused Absences A student not present in class for any reason is considered absent. Students must be excused from compulsory attendance if they are to miss school; a student will be excused for an absence if (1) the reason for the absence is listed below and (2) the absence is communicated to the school within 5 days of the absence: [Education Code §§ 48205(a), 48205(c)]

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health. [Ed. Code 48205]
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. If an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be

considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.

- To access services from a victim services organization or agency.
- To access grief support services.
- To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.

5. For the purpose of jury duty in the manner provided for by law.

6. Due to the illness (including mental/behavioral health) or medical appointment during school hours of a child of whom the pupil is the custodial parent.

7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats (for purposes of this section, attendance at religious retreats shall not exceed four hours per semester), attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence has been requested in writing by the parent or guardian and approved by the Superintendent or a designee.

8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

10. For the purposes of attending the pupil's naturalization ceremony to become a US Citizen.

11. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician. [Ed. Code Section 46015]

12. For the purpose of participating in a cultural ceremony or event. "Cultural" for these purposes means relating to the habits, practices, beliefs, and traditions of a certain group of people. [Ed. Code 48205]

13. For the purpose of a middle or high school pupil engaging in a civic or political event as indicated below, provided that the pupil notifies the school ahead of the absence. A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

a. A middle school or high school pupil who is absent pursuant to this provision is required to be excused for only one school day-long absence per school year.

b. A middle school or high school pupil who is absent pursuant to this provision may be permitted additional excused absences in the discretion of a school administrator.

### **Keeping Your Child Home When They are Sick**

Please help keep our entire community healthy by keeping your child home if your child:

1. Has a temperature of 100 degrees or higher or has had a fever in the last 24 hours
2. Has vomited in the last 24 hours
3. Has red, crusty, or irritated eyes
4. Has any sign of head lice
5. Has a severe cough

### *Absences*

There will be a limit to the number of absences allowed. Student absences will be analyzed every quarter. If a student has more than three absences in any quarter without an official notice from a doctor, the student and a parent/guardian will be required to attend a truancy meeting on an assigned Saturday. If the parents do not attend the truancy meeting, the parent/guardian, and student, will be reported to the Board of Directors and a School Attendance Review (SAR) hearing will take place.

In addition, a student may be retained in their grade level or returned to their resident district school if they accrue up to 20 absences that are unexcused by a doctor.

## **Tardy Policy**

School begins at 8:00 a.m. each day. All students are expected to arrive at school on time. A student must report to the office if he or she is late for school.

Tardiness is only excused if a student has a medical, dental, legal appointment or there has been a death in the family. All excused tardies require appropriate documentation, such as a note from the doctor or note from a parent. If a student is 30 minutes late to school, they will have an unexcused absence. If a student has more than three 30-minute tardies in any quarter without an official notice from a doctor, the student and a parent/guardian will be required to attend a truancy meeting at the school on an assigned Saturday. If you do not attend the truancy meeting, you, the parent/guardian, and student, will be reported to the Board of Directors and a Student Attendance Review hearing. You can be assigned fines and community service.

In addition, a student may be retained in their grade level or dismissed from school if they accrue 20+ unexcused absences without an excuse from a doctor. Unexcused early pick-ups and late arrivals more than 30 minutes are considered truant.

## **Chronic Absenteeism**

Any student who has been absent from school (excused or unexcused) for 10% or more of the total days of attendance for that school year may be required by the school Superintendent to provide an official medical or judicial verification in order to excuse an absence. In lieu of medical verification a school Superintendent may also allow a student to be brought to school for a school official to determine if a student is too ill to attend. [Education Code § 60901].

Students with such an excess of absences will be notified in writing of the official verification requirement. Any teacher may change the grade of a student who has accrued 10 unexcused absences per semester to a failing grade for their courses at the marking period (grade of “F” or “NC”) [Education Code § 49067].

Students with excessive absences may be referred to the school’s Truancy Abatement Program as a way to remediate the excessive absences. The abatement program may include weekly after school overtime.

## **Withdrawal due to Excessive Unverified Absences (AWOL)**

Students not in attendance due to unexcused absences for at least ten (10) consecutive days with no prior notice or without a response to calls, certified letters, or the truancy

process may be disenrolled from the school, in accordance with the School's involuntary removal procedures. Caat shall create a process for communication with families who meet the above seat abandonment criteria.

Students disenrolled for the above reason may be placed on the waiting list and readmitted on a space available basis.

## **Truancy**

A student is considered truant when the student is:

- absent from school without a valid excuse three school days in one school year,
- tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or
- any combination thereof.

Any absence not cleared within 5 days will be marked as "unexcused. To avoid truancy, please always inform the office if your child's absence or tardy is for an excusable reason as defined above.

## **Notifications of Truancy**

If your child is classified as truant under the California Education Code, you will receive notification from the school that includes information required by the state. The first notification will come to you once your child has accrued three truancy events. Please reach out to the school on this first notification, as it will allow the school to work with you in support of your child's attendance.

You will receive additional notifications after six and then again after seven total truancy events [Education Code §§ 48260, 48261, 48262]. First Notification of Truancy or Excessive Absences

- Letter #1 sent via email, regular mail, or delivered in person when a student has accrued three (3) truancy events.
- Students may be assigned, with or without parent consent, to the school's truancy abatement program, including, but not limited to, Weekend Makeup School. Second Notification of Truancy or Excessive Absences
- Letter #2 sent via email, regular mail, or delivered in person.
- A student must be notified a second time once they have accrued at least six (6) truancy events.
- Students may be assigned, with or without parent consent, to the school's truancy abatement program.

## **Notification of Determination of Habitual Truancy and SART**

Once your child has received a third notification of truancy after accruing a seventh truancy event, the California Education Code identifies your child as a habitual truant. At this point, the school is required to hold a School Attendance Review Team (SART) meeting with you. At that meeting an attendance contract, including supports, will be discussed and signed and your child will be assigned to the school's truancy abatement program [Education Code §§ 48260, 48261, 48262].

## **Notification of Determination as an Habitual Truant**

- Letter #3 sent via email, regular mail, or delivered in person. In addition, a parent may be asked to sign the letter in person.
  
- A student must be notified a third time once they have accrued a seventh (7) truancy event. Student is identified as a Habitual Truant. o SART meeting held with student, parent, teacher advisor, and Superintendent. If not already on file, an Attendance Contract must be signed at this meeting.
  - o Student will be assigned, with or without parent consent, to the school's truancy abatement program.
  - o If the parent and/or guardian fails to respond in 10 days or does not attend the scheduled conference, the matter may be referred to the Caat Student.

## **Attendance Review Board (SARB)**

The school's SART will consist of:

- The Superintendent;
- The student's homeroom teacher and
- Other relevant members, such as another Caat administrator, other teachers or staff as appropriate, counselor, etc.

Notification of Continued Truancy and Referral to Caat SARB Once a student reaches an 8th truancy event, you will receive notification that the student has been referred to the Caat Student Attendance Review Board process, which is a final attempt to help resolve truancy issues before more stringent consequences are considered, including, but not limited to: referral to the District Attorney [Education Code §§ 48260, 48261, 48262].

## **Notification of Continued Truancy—Referral to Caat SARB**

Letter #4 sent regular and registered delivery confirmation mail from the Regional Office. In addition, a parent may be asked to sign the letter in person.

- A student must be notified a fourth time once they have reached an eighth (8) truancy event.
- Superintendent refers student to Caat SARB with required attachments.
- Students will be assigned, with or without parent consent, to the school's truancy abatement program, including, but not limited to, Weekend Makeup School.
- If the parent fails to respond within 10 days or attend the scheduled conference, the matter may be referred to the District Attorney's office and other appropriate actions.

The Caat SARB will consist of:

- The school Superintendent or their administrative designee;
- A teacher from the school in which the student is enrolled;
- The Superintendents designee
- Other relevant members, such as local school district representative, District Attorney representative, special education representative, counselor, local police official, etc

### **Students Who Are Not in Attendance at the Beginning of the School Year**

When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student's parent/guardian on a daily basis for each of the first five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy.

If the student has a basis for an excused absence, the student's parent/guardian must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance by the sixth (6th ) day of the school year due to an unexcused absence will be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first (1st ) day of the school year will be contacted by phone to ensure their intent to enroll in the Charter School.
2. Students who have indicated their intent to enroll but have not attended by the third (3rd ) day of the school year and do not have an excused absence will receive a letter indicating the student's risk of disenrollment.

3. Students who have indicated their intent to enroll but have not attended by the fifth (5th ) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.

4. Students who are not in attendance by the sixth (6th ) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. Notices will be provided to families in their primary native language to ensure full understanding of the reason, process, and rights related to the disciplinary action. The Charter School will follow the Involuntary Removal Process described below, which includes an additional five (5) schooldays for the parent/guardian to respond to the Charter School and request a hearing before disenrollment.

5. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).

6. The Charter School will use the contact information provided by the parent/guardian in the registration packet.

7. Within thirty (30) calendar days of disenrollment, the Charter School will send the student's last known school district of residence a letter notifying it of the student's failure to attend the Charter School.

## **SCHOOL SAFETY**

### **Parking Lot / Driveway Safety**

Central Academy of Arts and Technology shares the responsibility of keeping the school zone safe for students with the Bakersfield Police Department. That includes the streets around the school and sidewalks. Parents are asked to follow traffic safety and speed limits as set by the police department. Student safety is our priority. We encourage parents to arrive early in order to avoid rushing. See the Caat Drop-off/Pick Up Map in the appendix.

### **Caat DROP-OFF and PICK-UP PROCEDURES**

### **Drop-Off in the Morning**

Students may be dropped off at school beginning at 7:00 a.m. at any of the school locations: 1723 18th Street, 1701 18th Street, or 1705 17th Street. Parents coming onto campus are required to sign in at the office. Students are to report to the designated waiting areas. Students will not be allowed to enter classrooms unless requested or allowed by the teacher.

For the 1723 and 1701 locations, a drop off route behind the school buildings has been established for families who wish to utilize it. Families may enter the alleyway behind the school from F Street and exit to the right on H street. An adult will help escort your child into the school from the drop off area.

For families dropping off at the 1705 17th street location for grades TK - 1st, use the drop-off and pick-up lane on 17th Street.

### **Pick-Up in the Afternoon**

Students may be picked up at 3:30 p.m. Please be sure to inform the office whether your child is walking home or being picked up on a daily basis. If they are attending the After School program, they must be picked up by 6:10 PM. Only those designated on the emergency contact form may pick up a student from school. If someone new is picking your child up from school, please call the main office to inform them of the change.

Pick-up procedures are discussed annually at Mutual Promise Night and vary by grade level.

### **Visitor Policy**

Parents visiting Central Academy of Arts and Technology during the school day are required to sign-in at the Caat office. We welcome parents to visit classrooms for the purpose of volunteering or observation. Parents are asked to notify the classroom teacher 24 hours in advance of a visit to the classroom if they intend to stay for an extended period of time. Parents may be asked to reschedule a classroom observation if the students are taking exams or the presence of the parent is causing a disruption. Out of respect for teacher/student classroom time, please schedule teacher meetings outside of classroom hours.

Visitors who wish to come to campus for more than one visit will be asked to complete a background check and attend a volunteer orientation.

## **Restroom Policy**

1. Students should use the restroom either before school, during breaks, lunch or afterschool. Permission must be obtained from a teacher for emergency bathroom needs during instructional time or supervised passing periods.
2. Loitering is not permitted in bathrooms.
3. Leaving class without permission for bathroom use is considered truancy.

## **Student Search Policy**

Any Central Academy of Arts and Technology student may be subject to a search based on a reasonable suspicion that he or she has a forbidden item in their backpack or locker, or that the student has committed, or is about to commit a crime. Only the administration may conduct a search, or security staff under the supervision of an administrator.

## **School Related Event Policy**

All regular school rules apply during off campus and after school hours events that are school related. Such events are off-campus school field trips and fundraising nights, etc.

## **Computer/Internet Access Policy**

Refer to the Technology Acceptable Use Policy and Student Internet Permission Agreement in the appendix.

## **School Zone Policy**

The School Zone extends to approximately two blocks outside the school curb. School rules apply to any incident that may occur in this zone on the way to school and home. That includes, but is not limited to harassment, theft, and cheating.

## **Picking Up Students for Early Release**

Students may be picked up for early release in the front office by adults that have been designated on the student's emergency card. All adults may be required to provide a valid form of identification.

## **Fog Delays**

Because Central Academy of Arts and Technology does not utilize school buses, we do not have Fog Delays. Please use discretion in determining when it is safe to bring your child to campus on Foggy Days.

If the Kern County Superintendent's office (KCSOS) elects to close all schools in the county for any weather or disaster emergency, Central Academy of Arts and Technology will be closed.

## **PARENT CONCERNS AND DUE PROCESS**

### **Uniform Complaint Procedures**

A copy of Caat's uniform Complaint Procedure can be found on the school website. Additional copies are also available in the school office upon request.

#### *Concerns*

Parents who wish to express concerns about school endeavors have the option to:

1. Complete a suggestion slip which is located in the Caat main office.
2. Submit a written complaint to the Superintendent within five business days.
3. Request a meeting with the Superintendent within five days of the incident.

### **Due Process**

Parents seeking additional support with the outcome of an administrative decision have the right to appeal to the President of the Caat Board of Directors within five business days in writing. The request should be submitted to the Board President. The Board President reserves the right to decide if the issue is a reasonable future Board meeting topic. In cases when the issue is not an acceptable board topic, the decision will be relayed back to the parent.

### **Student Rights and Complaint Procedures Involuntary Removal Process**

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice"). The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder.

The Involuntary Removal Notice shall include the charges against the student and an explanation of the student's basic rights including the right to request a hearing before the effective date of the action. The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed

until the Charter School issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School’s suspension and expulsion policy.

Upon parent/guardian request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder, and shall include a copy of the Charter School’s expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If the parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the student will be disenrolled effective the date of the hearing. If, as a result of the hearing, the student is disenrolled, notice will be sent to the student’s last known school district of residence within thirty (30) days of 143 A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or reoccur.

# APPENDIX

## WELLNESS POLICY

At Caat, we believe wellness is foundational to learning, teaching, and thriving. As a certified Blue Zones School and Workplace, we are committed to creating an environment that supports the physical, emotional, and social well-being of every student and staff member.

Our wellness commitments include:

- Purposeful Movement: Students and staff engage in natural movement throughout the day—through brain breaks, stretching, walking meetings, and active learning.
- Healthy Eating Habits: We encourage nutritious snacks and meals. Foods served on campus support long-term health, and water is the primary beverage.
- Positive Social Connection: We cultivate a caring school community with built-in time for team-building, classroom circles, and staff connection rituals.
- Time to Reflect and Recharge: We support mindful routines like quiet time, breathing practices, and opportunities to reflect and reset throughout the day.
- Work-Life Balance for Staff: As a Blue Zones Workplace, we honor rest, family time, and personal well-being. Staff are encouraged to take breaks, use wellness resources, and set boundaries that support a sustainable pace.

We believe in modeling lifelong wellness practices and co-creating a school where health and happiness are not just goals—they're part of the way we live, work, and learn together.

## RECOMMENDED SNACKS LIST

### *WE ARE A NUT FREE CAMPUS*

Beverages, snacks, and lunch options if providing food from home:

*(Whenever possible, choose fruits, vegetables, snacks, and beverages that are natural and do not contain harmful dyes or chemicals.)*

- Fruit juice smoothies
- Whole and freshly cut fruits
- Whole and freshly cut vegetables
- Trail mix (without nuts)
- Water and Sparkling water
- Fruit concentrate and honey sweetened yogurt
- Granola
- Herbal tea
- Whole grain crackers
- Baked chips, pretzels, salsa, guacamole or bean dips
- Snack bars (without nuts)
- Air popped popcorn
- Compressed rice and grain cakes
- Pure 100 percent fruit juice, fruit strips and snacks
- Natural fruit flavored water
- Raisins and dried fruit
- Hard boiled eggs
- Real cheese
- Homemade Sandwiches and meals

Foods to avoid bringing to school:

- Sports drinks
- Caffeinated and carbonated beverages (energy drinks and sodas)
- Processed and packaged snacks (including chips, candies, cookies and cakes)
- Foods containing red dye are not allowed
- Sugared breakfast cereals
- Juices from concentrate
- Foods that contain artificial colors or flavorings
- Anything containing nuts (we are a nut free campus)
- Fast and convenience foods

Breakfast and lunch are provided at no cost to all students. Families are welcome to pack a lunch or snacks, however, all foods brought from home must also comply with the school's wellness policy. Fast food (convenience restaurants such as McDonalds, Taco Bell, Chic-Fil-A etc) may not be consumed in the lunchroom.

## School Evacuation Procedures

The Emergency Response Plan is a preparatory measure. Statistics show schools are still among the safest places to be on a day-to-day basis due to the strong commitment of educators, parents, and communities to their children. Nevertheless, disasters do happen and, because of that, no community can be complacent in its efforts to make its schools even safer. As a result, the following plan has been implemented.

### Drills

To prepare all Central Academy of Arts and Technology students to act on a moment's notice during an emergency, we will be conducting emergency practice drills at the school.

These drills, which will occur on a periodic basis throughout the year and will cover a variety of circumstances. In addition to practicing the drills, we will discuss with the students the appropriate actions to take during a variety of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear, should an emergency occur.

### Parent-Hand Off

The Emergency Response Plan also incorporates a systematic approach to reunite children with their parents. The map identifies three sites for the Parent-Hand Off. The first site is located at 1701 18th street, the second site 1723 18th street, and the third is located at 1705 17th Street. These locations are activated only when the school premises must be evacuated. However, in some cases it may be necessary to use an alternate location. Due to the unpredictable nature of any emergency, we will only be able to tell you where the Parent-Hand Off is located at the time of the emergency.

### Reuniting With Your Child

In order to ensure your child's safety, it is necessary for us to establish procedures regarding student pickup. Therefore please be advised of the following guidelines when picking up your child from Caat. Only individuals designated on the student's Emergency Information Card can pick up your student.

- **It is critical that the information and phone numbers on your child's Emergency Information Card are current.** We will use this information to contact you with the evacuation process and location for picking up your child.

- **You will be required to present valid identification.** This step is required to protect your child from any unauthorized individuals attempting to pick up your child.
- **You will be required to sign for the release of your child.** This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not take your child without signing for their release. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You may be jeopardizing your child's safety by not adhering to these procedures.
- **Keeping Informed During an Emergency** -During a real emergency, you probably will not be able to reach the school by phone, as staff will be busy responding to the emergency and the needs of the students. We will contact parents through our School communication system (School Messenger). We asked that you try to refrain from calling the school during an actual emergency as school personnel will be attending to students and communicating with emergency services.

## **SUSPENSION & EXPULSION EDUCATION CODE**

*Section #48900-48926*

**According to Education Code 48900, a student may be suspended and/or expelled for the following offenses:**

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Possessed, used, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind
- Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind and then, sold, delivered or furnished another substance and represented it as a controlled substance, alcoholic beverage or intoxicant of any kind
- Committed robbery or extortion
- Caused or attempted to cause damage to school or private property
- Stole or attempted to steal school or private property
- Possessed or used tobacco including vapes

- Committed an obscene act or engaged in habitual profanity or vulgarity
- Had unlawful possession of, or offered, or arranged, or negotiated to sell any drug paraphernalia
- Disrupted school activities or willfully defied the authority of school personnel.
  - Exception: Per California Education Code 48901.1, A pupil enrolled in a charter school in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, and those acts shall not constitute grounds for a pupil enrolled in a charter school in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
  - (2) A pupil enrolled in a charter school in any of grades 6 to 8, inclusive, shall not be suspended on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school or private property
- Possessed an imitation firearm
- Committed or attempted to commit sexual assault, or committed sexual battery
- Harassed or threatened, or intimidated a pupil who has witnessed a school disciplinary proceeding

### **Disclosing the use of a controlled substance or tobacco**

Per California Education code 48900(c)(2), Pupils who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports shall not be suspended solely for that disclosure.

## **SEXUAL HARASSMENT POLICY**

Central Academy of Arts and Technology is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of, or by employees, or students, or persons, doing business with or for Central Academy of Arts and Technology is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

Central Academy of Arts and Technology considers sexual harassment to be a major

offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three. However, students enrolled in Kindergarten and grades one through three may be subject to other disciplinary actions.

Any student or employee of Central Academy of Arts and Technology who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator or the Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. Central Academy of Arts and Technology prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

California Education Code Section defines sexual harassment as any unwelcomed sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates, making threats; and/or spreading rumors about or rating others as to sexual activity or preference.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering.

- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid loss, and offers of benefits in return for sexual favors.

# Caat FAMILY / SCHOOL MUTUAL PROMISE

Student's(s') Name: \_\_\_\_\_

Grade(s): \_\_\_\_\_

As a Central Academy of Arts and Technology Family, I/we \_\_\_\_\_  
\_\_\_\_\_ promise to:

## Provide Home Academic Support by:

- Ensure my child comes to school ready to learn.
- Read with my child every night and/or provide a quiet place for my child to work.
- Follow through with school recommended actions.
- Review this agreement with my child.

## Provide School Support by:

- Sending my child to school on time, in his or her required uniform.
- Support and adhere to the School Discipline Policy.
- Encourage my child to actively participate in school activities.

\_\_\_\_\_ Yes, I Agree \_\_\_\_\_ No, I do not agree (Parent Initials Required)

## Participate by:

- Strive to complete 30 service hours at the school.
- Attending one governance meeting each school year.
- Develop and fulfill commitments in the Central Academy of Arts and Technology
- Attend Mutual Promise night.
- Attend school exhibitions of student work.
- Attend all-school meetings.
- Actively collaborate and communicate with teachers to meet my child's learning needs.
- Allow planned in-advance home visits throughout the school year.
- Voice any concerns or complaints to the Administrative staff that may be able to assist.
- Make positive contributions to the school community.
- Be an active member of the school community by working to continuously

improve Central Academy of Arts and Technology for all students.

My signature below represents my understanding and full commitment to the above pledges.

---

Parent/Guardian Signature

**The Central Academy of Arts and Technology Promises to:**

**Provide Home Academic Support by:**

- Providing high quality instruction and curriculum
- Providing training and workshops for parents on student academic achievement and parenting topics.
- Informing parents and guardians of policies and assigning appropriate school work.
- Provide extended academic support opportunities to students.
- Review this agreement with students.

**Provide School Support by:**

- Develop and implement programs that support academic student achievement.
- Enforce the school's Discipline Plan to ensure a safe, nurturing learning environment.
- Provide clear school communications to families regarding school policies and student behavior and progress.
- Facilitate the participation of parents in the classroom.

**Encourage and Support Parent/Family Participation by:**

- Developing meaningful parent activities focused on student achievement.
- Provide flexible volunteer and participation opportunities.
- Provide a welcoming environment where parents feel invited to engage.

**Joanna Kendrick**

**Superintendent, Central Academy of Arts and Technology**

# UNIFORM COMPLAINT POLICY AND PROCEDURES

## Scope

The Central Academy of Arts and Technology (“Caat” or “Charter School”) policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of discrimination against any protected group, including actual or perceived discrimination, on the basis of age, sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, No Child Left Behind, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hertzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
  - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
  - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- c. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

The Charter School acknowledges and respects every individual's rights to privacy. Discrimination complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

### *Compliance Officers*

The Caat Directors designates the following Compliance Officer to receive and investigate complaints and to ensure the Charter School's compliance with law:

Joanna Kendrick, Superintendent  
Central Academy of Arts and Technology

1701 18th Street  
Bakersfield, CA 93301

In the event it is alleged that the Executive Director took discriminatory action, the Caat of Directors will either hire an outside, independent investigator to conduct the investigation or identify one or more members to serve as an investigator.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

### *Notifications*

The Superintendent or designee shall annually provide written notification of the Charter School's uniform complaint procedures to students, employees, parents/guardians, the Governing Board, appropriate private officials or representatives, and other interested parties.

The Superintendent or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process pursuant to Education Code Section 262.3, including the complainant's right to take the complaint directly to the California Department of Education ("CDE") or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
  - a. The Charter School is primarily responsible for compliance with state and federal laws and regulations;
  - b. The complaint review shall be completed within sixty (60) calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;
  - c. An unlawful discrimination complaint must be filed not later than six (6) months from the date the alleged discrimination occurs, or six (6) months from the date the complainant first obtains knowledge of the facts of the alleged discrimination;

- d. The complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within fifteen (15) days of receiving the Charter School's decision; and
- e. The appeal to the CDE must include a copy of the complaint filed with the Charter School and a copy of the Charter School's decision.

### *Procedures*

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

#### Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination shall be initiated no later than six (6) months from the date when the alleged discrimination occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Charter School staff shall assist him/her in the filing of the complaint.

#### Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the

complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

### Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

### Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

#### Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For discrimination complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For discrimination complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### *Appeals to the California Department of Education*

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the

Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Superintendent or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

### *Civil Law Remedies*

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures.

Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

## UNIFORM COMPLAINT PROCEDURE FORM

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

StreetAddress/Apt.# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School/Office of Alleged Violation: \_\_\_\_\_

**For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:**

- Adult Education
- Career and Technical Education Program
- Child Development Program
- Migrant and Indian Education
- Nutritional Services
- Special Education
- Consolidate Programs
- Other

**For allegation(s) of unlawful discrimination/harassment, please check the basis of the unlawful discrimination/harassment described in your complaint, if applicable:**

- Age
- Ancestry
- Color
- Disability (mental or physical)
- Gender/ Gender Expression/ Gender Identity
- National Origin
- Race
- Religion
- Sex (actual or perceived)

- Secual Orientation (actual or perceived)
- Other

Based on association with a person or group with one or more of these actual or perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.            Yes            No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail complaint and any relevant documents to:

Joanna Kendrick, Superintendent  
Central Academy of Arts and Technology  
1701 18th Street  
Bakersfield, CA 93301

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA")**

### *NOTIFICATION OF RIGHTS UNDER FERPA*

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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Central Academy of Arts and Technology receives a request for access. Please note that the California Education Code permits access within five days of the request. Parents or eligible students should submit to the Central Academy of Arts and Technology Superintendent, Joanna Kendrick , a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A student's education records will be available for review during the regular business hours of the school day. Parents or eligible students may receive a copy of any information in the student's education records at a cost of 15 cents per page.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Central Academy of Arts and Technology to amend a record should write Central Academy of Arts and Technology Superintendent, clearly identify the part of the record they want changed, and specify why it should be changed. If Central Academy of Arts and Technology decides not to amend the record as requested by the parent or eligible student, Central Academy of Arts and Technology will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the Central Academy of Arts and Technology discloses personally identifiable information (PII) from 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) or a person serving on the Central Academy of Arts and Technology Board of Directors. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which Central Academy of Arts and Technology would otherwise use its own employees and who is under the direct control of Central Academy of Arts and Technology with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

Upon request, Central Academy of Arts and Technology discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Central Academy of Arts and Technology to comply with the requirements of FERPA. 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 20202-8520

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review

the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information Caat has been designated as “directory information” under §99.37. (§99.31(a)(11))

## NOTICE FOR DIRECTORY INFORMATION

FERPA requires that Central Academy of Arts and Technology, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Central Academy of Arts and Technology may disclose appropriately designated “directory information” without written consent, unless you have advised Central Academy of Arts and Technology to the contrary in accordance with the Charter Schools procedures. The primary purpose of directory information is to allow Central Academy of Arts and Technology to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for dance, showing specialities such as tap, ballet, or jazz.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local educational agencies (“LEAs”) receiving assistance under the Elementary and Secondary Education Act of 1965 (“ESEA”) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Central Academy of Arts and Technology to disclose directory information from your child's education records without your prior written consent, you must notify Central Academy of Arts and Technology in writing by **August 4, 2025 or 10 days after enrollment**. Central Academy of Arts and Technology has designated the following information as directory information:

Student's name

Address

Telephone listing

Electronic mail address

Photograph

Date and place of birth

Major field of study

Dates of attendance

Grade level

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Degrees, honors, and awards received

The most recent educational agency or institution attended; and

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

**Central Academy of Arts and Technology**  
**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (“FERPA”) DIRECTORY**  
**INFORMATION**  
*OPT-OUT FORM 2025-2026*

**Students Name:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SSN#:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State :** \_\_\_\_ **Zip :** \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Central Academy of Arts and Technology, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student’s education records. However, Central Academy of Arts and Technology may disclose the categories of information designated by Central Academy of Arts and Technology as “directory information” without prior written consent.

The information listed below has been designated as “directory information” by Central Academy of Arts and Technology and may therefore be released at the discretion of Central Academy of Arts and Technology. You may request that Central Academy of Arts and Technology not release this “directory information” without obtaining your prior written consent by completing this FERPA Directory Information Opt-Out Form. Your request to withhold “directory information” is valid for the current school year. A new FERPA Directory Information Opt-Out Form must be completed each school year.

Please place a checkmark in the box beside the categories of “directory information” listed below that you do not want Central Academy of Arts and Technology to disclose without your consent:

- Student's name;
- Address;
- Telephone listing;
- Electronic mail address;
- Photograph;
- Date and place of birth;
- Major field of study;
- Dates of attendance;
- Grade level;
- Participation in officially recognized activities and sports;

- Weight and height of members of athletic teams;
- Degrees, honors, and awards received;
- The most recent educational agency or institution attended; and Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

By signing below I am giving written notification to Central Academy of Arts and Technology that it may not disclose the categories of “directory information” that I have marked above unless I give prior written consent. I understand that such information may still be disclosed by Central Academy of Arts and Technology if disclosure is otherwise permissible under FERPA.

Student Name (please print): \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

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

**\*\*\*If this form is not returned by August 4, 2025 or within 10 days of enrollment (whichever date is later), it will be assumed that the above information may be disclosed as “directory information” for the current school year.\*\*\***

# TECHNOLOGY ACCEPTABLE USE POLICY AND STUDENT INTERNET PERMISSION AGREEMENT

Each student and his or her parent(s)/guardian(s) must sign this Agreement before being granted network/internet access at Central Academy of Arts and Technology. Please read this document carefully before signing.

## *Educational Purpose*

Central Academy of Arts and Technology provides technology use, including Internet access, to students and teachers in order to further the educational purpose of the school. Access is given as a privilege, not a right, and may be limited or denied by Central Academy of Arts and Technology personnel. Central Academy of Arts and Technology administration, faculty, and staff reserve the right to access, review and modify and/or delete any student's files and data records used on the school technology/communication system, which violate the Terms and Conditions below.

“Educational purpose” means classroom activities, research in academic subjects, career or professional development activities, Central Academy of Arts and Technology approved personal research activities, or other purposes as defined by Central Academy of Arts and Technology from time to time.

“Inappropriate use” means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the *Student Internet Permission Agreement*.

## *Terms and Conditions you agree to as a Central Academy of Arts and Technology Student*

### **1. I understand that...**

- a. The use of the internet/network is a privilege, not a right, which may be revoked at any time for inappropriate use. The school reserves the right to restrict the use of any digital content that is primarily for a social or entertainment purpose, or that otherwise detracts from the educational environment and is not of educational purpose. These restrictions may be enforced on the school network and/or any electronic device I use while at Central Academy of Arts and Technology.

- b. All school-provided technology, including network access and storage, is for educational use. Any other use may result in loss of user account, access to the internet/network, and/or confiscation of equipment.
- c. Email and storage accounts are Central Academy of Arts and Technology property.
- d. Anything I do on Central Academy of Arts and Technology computers, or on the Central Academy of Arts and Technology network is not private and can be monitored by administration, faculty, and staff.
- e. I assume responsibility for understanding this policy and its guidelines as a condition of using Caat's network.
- f. Each student must have a completed *Student Internet Permission Agreement* on file, stating whether or not he/she will abide by Caat's Acceptable Use Policy and rules regarding technology resources. Signatures of students and parents/guardians indicate an agreement to comply with Caat's standards and honor the agreement they have signed. In that agreement, the student and his/her parent/guardian shall agree not to hold the Central Academy of Arts and Technology or any Central Academy of Arts and Technology staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the Central Academy of Arts and Technology and Central Academy of Arts and Technology personnel for any damages or costs incurred.

## **2. I will...**

- a. Abide by all rules and regulations of the system as changed or added to from time to time by the administration.
- b. Address all concerns regarding the use of technology first to the supervising teacher, and then to the administration.
- c. Abide by the additional rules set out in other technology policies.

## **3. I will not engage in inappropriate use when using Caat's resources. Examples of inappropriate use include:**

- a. Use or carry on my person, any personal electronic device, including, but not limited to Chromebook, laptop, netbook, iPad, tablet, Kindle, head/earphones, mobile or smartphone, in Central Academy of Arts and Technology between 8:00am and 3:00pm.

- b. Use any software or access any internet content in the classroom that has been prohibited by the teacher or school, or for any illegal purpose whatsoever.
- c. Attempt to circumvent or uninstall monitoring software from my Chromebook or any other Central Academy of Arts and Technology computer.
- d. Use Central Academy of Arts and Technology Chromebooks, computers, or other school technical equipment without permission.
- e. Use anyone else's ID and password nor allow anyone else to use my username(s) or password(s). The person in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person and should be changed on a regular basis.
- f. Attempt to hack into any school computer or server, or any other person's account.
- g. Knowingly attempt to introduce any virus or malware, or any other destructive software, onto any Central Academy of Arts and Technology computers or across networks.
- h. Download or store on my Chromebook or computer any music, games, videos or other media for which I have not obtained a legal license.
- i. Download, install or run any software on my Chromebook or computer for which I have not obtained a legal license.
- j. Plagiarize, or violate copyright laws in regards to unauthorized use, copying, or forwarding of copyrighted materials including text, images, audio, music or video clips.
- k. Vandalize any technology at Central Academy of Arts and Technology.
- l. Interfere with others' use of technology.
- m. Use any computer to commit acts which are illegal.
- n. Use technology resources to harass, insult or attack others.
- o. Use technology resources to create, find, share, or download offensive, obscene language and/or images or pornography or any other visual depictions that are harmful to minors.

#### **4. I assume responsibility for...**

- a. Any damages to school equipment while I am using it. This includes paying for repairs, which are listed in the Acceptable Use Policy for Computers, Electronic Devices, Network, and Other Electronic Information.
- b. Any consequences that arise from my use of technology- including my cell phone/personal technology- while at Central Academy of Arts and Technology.
- c. My actions while on-line. This means that I will be polite to others and use appropriate language.
- d. Being a good digital citizen, respecting the technology made available to me, and setting a good example in my use of technology to better our learning community.

### *Social Media*

The school recognizes that social media can be used for instruction to connect students with the global community; however, the Terms of Service (TOS) of many social media tools eliminate the majority of Caat's population from using these tools. Should teachers choose to use legally acceptable social media tools, a certified teacher will supervise students. When social media is used, normal school rules of etiquette and conduct spelled out in the student handbook apply, including rules regarding bullying and harassment. The school reserves the right to limit or block student use of such sites at the discretion of the administration. Additionally, we encourage all parent/guardians to be fully aware of their student's use of social media and to monitor what is acceptable for them to make use of while outside of school.

### *Consequences for Violations*

Students who violate the Acceptable Use Policy may lose their account privileges at the discretion of the administration. The administration will determine the length of time for which privileges are lost on an individual basis. Further disciplinary action including, but not limited to, detentions, suspensions, expulsions and police notification will be issued by the administration as deemed necessary.

### *No Warranties*

The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, Caat's network, the Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. The school will not be responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility

for the accuracy or quality of information obtained through use of Caat's network or the Internet.

*Indemnification*

The parent or guardian, by signing below, in consideration of Central Academy of Arts and Technology providing his/her student with network and Internet access, agrees to indemnify Central Academy of Arts and Technology for any losses, costs, or damages (including reasonable attorney fees) incurred by Central Academy of Arts and Technology relating to, or arising out of, any breach of these or other Central Academy of Arts and Technology rules by the student in using computers, the network, and the Internet.

# STUDENT INTERNET PERMISSION AGREEMENT

Please complete ALL of the information below and return this form to Central Academy of Arts and Technology.

It **MUST** be completed, signed and returned regardless of whether you **WILL** or **WILL NOT** allow your child to use Central Academy of Arts and Technology technology resources based on the *Technology Acceptable Use Policy*.

**Central Academy of Arts and Technology supports and respects each family's right to decide whether or not your child has access to these resources.**

We, student and parent/guardian, understand and will abide by all rules contained in this Technology Acceptable Use Policy, Caat's Acceptable Use Policy for Computers, Electronic Devices, Network, and Other Electronic Information, and any other rules of computer, network, or Internet use adopted from time to time. We have discussed this policy and understand that our child is required to follow the rules for acceptable use of technology. We further understand that, we will be liable for any violations of these rules and that our child will be subject to potential disciplinary action for violating these rules including, but not limited to, loss of access and user privileges, school disciplinary action, and/or appropriate legal action.

The signature(s) of parent(s) or guardian(s) and student(s) are required on this policy before a student will be issued a Central Academy of Arts device and that will allow him or her to access the network and Internet resources. In addition, both parent/guardian and student must sign the Laptop Legal Agreement before the student will be issued a laptop.

**(Please check ONLY one box.)**

- We, student and parent/guardian, **ACCEPT** this policy and agree to abide by its rules and mandates; our acceptance will allow (student name) \_\_\_\_\_ to use **Caat's** technology resources—computer hardware/software and networks and the Internet (e.g., electronic mail and the World Wide Web). We hold **Central Academy of Arts and Technology** and its officers, board members, employees and agents harmless from and against any and all liability, loss, expense or claim for injury or damages students may have arising out of the use of **Caat's** technology resources.

We, student and parent/guardian, **DO NOT ACCEPT** this policy; we understand that (student name) \_\_\_\_\_  
\_\_\_\_\_ will not be allowed to use **Caat's** technology resources—computer hardware/software, networks, servers, or the Internet (e.g. electronic mail, and the World Wide Web).

Grade \_\_\_\_\_

Date \_\_\_\_\_

Student Name (print) \_\_\_\_\_

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

Parent/Guardian Name (print) \_\_\_\_\_

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

Home Phone Number \_\_\_\_\_

# The Central Academy of Arts and Technology Cell Phone Policy

## I. Rationale for the Policy

As part of our commitment to fostering an optimal learning environment for students, we are implementing a comprehensive cell phone policy that aligns with state legislation and best practices in education. This policy is designed to minimize distractions, support student well-being, and enhance academic engagement while ensuring compliance with California Education Code and the growing movement to restrict smartphone use in schools.

The increasing prevalence of smartphones in school settings has raised significant concerns regarding their impact on student learning, social development, and mental health. Studies have shown that excessive phone use contributes to distractions in the classroom, cyberbullying, and negative effects on emotional well-being. In response, California Education Code Section 48901.7 grants schools the authority to regulate student smartphone use to create a more focused and productive learning environment. Additionally, Assembly Bill 3216 mandates that all school districts adopt a policy to limit or prohibit smartphone use by July 1, 2026, further reinforcing the urgency of this initiative.

### 1. Objectives and Expected Outcomes

By implementing this policy, we seek to:

- Eliminate classroom distractions by ensuring students remain fully engaged in instruction.
- Foster stronger social connections by encouraging face-to-face interactions instead of digital engagement.
- Reduce online risks, including cyberbullying and exposure to harmful content during school hours.
- Promote mental and emotional well-being by limiting screen time, which has been linked to increased anxiety and depression among students.

### 2. Policy Implementation and Compliance

The policy applies to all students during school hours, including instructional time, passing periods, lunch breaks, after-school programs, school bus transportation, and off-campus field trips. It follows a structured approach that includes secure device storage options and enforcement through our existing merit and demerit system, allowing administrators the flexibility to assign appropriate consequences while maintaining fairness and consistency.

We emphasize that its intent is not punitive but rather an essential step toward improving student success, safety, and school culture.

## II. Central Academy of Arts and Technology Cell Phone Policy

### 1. Purpose

To maintain an environment conducive to learning, The Central Academy of Arts and Technology (“The Charter School”) prohibits the use of cell phones and similar electronic devices during school hours. This policy aims to reduce distractions, prevent potential misuse, and promote face-to-face interactions among students.

### 2. Scope

This policy applies to all students enrolled at The Charter School during school hours, including instructional time, passing periods, lunch breaks, and any other activities occurring during the school day. Additionally, this policy extends to students participating in the after-school or early drop off program, traveling on school buses for school events, and attending off-campus field trips. At all times during these activities, students are expected to keep their devices turned off and stored unless otherwise authorized by school staff.

### 3. Policy Details

- **Prohibited Devices:** Cell phones, smartwatches, earbuds, and any other electronic devices capable of communication or recording are included under this policy.
- **Storage Requirements:** Upon arrival at school, all devices must be turned off and stored in students' backpacks or designated storage areas. Devices should remain stored and unused until the end of the school day.
- **Usage Exceptions:**
  - **Emergencies:** Students may use devices during emergencies.
  - **Educational Purposes:** With explicit permission from a teacher or administrator, devices may be used for specific educational activities.
  - **Health and Well-being:** Usage is allowed when deemed necessary by a licensed physician or outlined in a student's Individualized Education Program (IEP) or 504 Plan.

### 4. Enforcement

Failure to comply with this policy will result in the following consequences:

- **First Offense:** Confiscation of the device, which will be returned to the student at the end of the school day.
- **Second Offense:** Confiscation of the device, requiring a parent or guardian to retrieve it from the school administration.
- **Subsequent Offenses:** Further disciplinary action, which may include detention, suspension, or other measures as deemed appropriate by school administration.

In addition to these steps, administration has the discretion to issue consequences through The Charter School's merit and demerit system, which may include loss of points, required overtime, loss of privileges, or other appropriate actions aligned with the school's behavioral expectations.

## **5. Responsibilities**

- **Students:** Ensure devices are turned off and properly stored during school hours.
- **Parents/Guardians:** Support the enforcement of this policy by reinforcing its importance and ensuring their children understand the expectations.
- **Staff:** Monitor and enforce the policy consistently, providing guidance and consequences as necessary.

## **6. Communication of Policy**

This policy will be communicated to students, parents, and staff through:

- Student and parent handbooks
- School website
- Orientation sessions
- Parent teacher conferences
- Staff meetings

## **7. Review and Amendments**

This policy will be reviewed annually to assess its effectiveness and make necessary adjustments. Feedback from students, parents, and staff will be considered during the review process.

By implementing this policy, The Charter School aims to create a learning environment that prioritizes student engagement, safety, and academic success.

## Firearms Safety Memorandum

To: Parents and Guardians of Students of Central Academy of Arts and Technology

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students of Central Academy of Arts and technology of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your families are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others. Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless See California Penal Code sections 25100 through 25125 and 25200 through 25220. reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years 8.

- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Date published: 08/21/2023

California Department of Education

The Central Academy of Arts and Technology (CAAT) Family Handbook is an important resource that outlines our school's expectations, policies, procedures, and commitments. It is designed to support a strong partnership between home and school so that all students can thrive.

Please read the handbook carefully and discuss its contents with your child. After reviewing it, we ask that you complete and return this acknowledgment form to your child's teacher or the front office.

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

**Grade:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**I acknowledge the following:**

- I have received and reviewed the CAAT Family Handbook for the 2025–2026 school year.
- I understand the policies and expectations outlined and agree to support them.
- I have discussed the handbook with my child.

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

**Date:** \_\_\_\_\_

**Student Signature (Grades 3 and up):** \_\_\_\_\_

**Date:** \_\_\_\_\_