



2011 . 2012

CASA

Student Handbook

Center for **Advanced Studies** and the **Arts**

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A Consortium of

Berkley ♦ Clawson ♦ Ferndale ♦ Lamphere ♦ Madison ♦ Oak Park
School Districts

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WELCOME TO CASA:

On behalf of the staff at CASA, I would like to extend a warm welcome to new and returning CASA students for the 2011 . 2012 school year. Because CASA is a consortium of six different school districts (Berkley, Clawson, Ferndale, Lamphere, Madison, Oak Park), and each has its own policies and expectations, this handbook is designed to make your experience at CASA one that is positive and enjoyable. We expect every student of CASA to take the time to read this handbook and be sure to share this information with your parent(s) or guardian. Be sure to sign and return the form (**Appendix E**) acknowledging that you and your parent / guardian has read this handbook. I hope your experience at CASA helps to prepare for your future. *William James – Director*

CASA MISSION STATEMENT:

The Center for Advanced Studies and the Arts will provide an enriched learning environment for academically and artistically talented students.

COMPLIANCE WITH STATE AND FEDERAL LAWS:

It is the stated policy of the Center for Advanced Studies and the Arts (CASA) to comply with all federal and state laws. As CASA is responsible for the safety and care of each student, all rules and regulations are focused towards those ends.

SCOPE OF CASA RULES:

The rules set forth in this CASA Student Handbook shall be in effect for all CASA activities, including, but not limited to, CASA classes, field trips, CASA-sponsored functions, and extra-curricular CASA activities.

POLICE COOPERATION:

State law **requires** that school officials and law enforcement agencies share appropriate information regarding student behavior that violates local, state, or federal laws on or off campus, seven days per week, 24 hours per day.

EQUAL OPPORTUNITY POLICY:

CASA's student population comes from six different school districts. The population of CASA is multi-racial, multi-ethnic, and is comprised of students coming from various socio-economic and cultural backgrounds. Designed to foster a harmonious culture within the school, the Center for Advanced Studies and the Arts will not tolerate behavior by students or staff which insults, degrades, or stereotypes any race, gender, handicap, physical condition, sexual orientation, marital status, ethnic group, religion, or socio-economic background. As all staff is expected to respect students, all students are expected to show respect to all CASA staff. Students or staff who violates this policy may lose their privilege of attending or teaching at CASA.

CASA ACADEMIC HONESTY HONOR CODE:

*No CASA student or teacher will unfairly advance his or her own academic performance or in any way intentionally limit or impede the academic pursuits of other students in CASA. For the full description, please see **Appendix A** on page 14.*

DISCRIMINATION COMPLAINT PROCEDURES:

1. If any persons believe they have a valid basis for complaint, they shall bring this complaint to the director of CASA. The complaint shall be investigated and a reply, in writing, shall be given regarding the complaint within three (3) days. If the reply is not acceptable to the complainants, they may request further investigation.
2. Should further investigation be necessary, the sending-school administrator or designee, and the director, shall meet with all parties involved to resolve the grievance. Upon conclusion, a response will be sent in writing within ten (10) business days by certified mail.
3. If the complainants remain unsatisfied, they may appeal to the sending district Superintendent or a designee.
4. Further appeals may result through the sending district school board.
5. If, at this point, there is no satisfactory settlement, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20021.
6. Because of the seriousness of such charges, bringing FALSE accusations against another person may result in the immediate removal of the privilege to attend CASA.

CASA CLASS SCHEDULE TIMES:

Unless changed for holidays, special or unforeseen events, or school closures, CASA is in session Monday through Friday. Sixth hour begins at 1:15 PM; and seventh hour begins at 2:15 PM. CASA does not have bells during hall change. Each class is 55-minutes in length. Ample time is give during hall change for students to be on time to their next class.

CASA ATTENDANCE POLICY:

Attending CASA requires a higher level of maturity, and as such, places a greater responsibility on each student. Students need to make sure they are on time to, and in class, each day. The decision to attend CASA should not be taken lightly. There will be times when CASA is in session while several sending districts are not. Students are expected to attend classes at CASA even if their home school is not in session.

When students are absent from class, they miss not only the benefit of obtaining information, but also the rich experiences that CASA has to offer. Because of physical constraints, all class sizes are capped at a maximum number. In many classes, students are denied access to CASA because the class has reached the maximum number. When a student is habitually absent, that student has deprived others of the opportunity to attend CASA.

EXCUSED ABSENCES:

1. Students may be **EXCUSED** from CASA for one of the following reasons and will be provided and opportunity to make up missed schoolwork and/or tests:
 - Personal illness
 - Family emergency
 - Recovery from and accident or surgery
 - Required court date
 - Medical appointments only available during school hours
 - Death in the immediate family

- School-related activities, including college visits
 - Absences approved by the Director
2. Students with health conditions that cause repeated absence should provide CASA with an explanation of the condition from a registered physician.
 3. Students who are absent for more than 10 (ten) days in a card marking period, regardless of the reason(s), will be considered ~~re~~ frequently absent. During the next card marking period, ~~re~~ frequently absent students will be placed on ATTENDANCE PROBATION to monitor whether or not the pattern continues. If it continues, students may be denied the opportunity to return to CASA.

PARENT CALL-IN:

Parent(s) / guardians should call CASA 248.586-8860 (then press 2), as well as the home school, when students are absent. In many schools, unexcused absences can result in failures. Only the home school can excuse absences for school-related activities. **Please notify the home school even if you are absent only from CASA.**

UNEXCUSED ABSENCES:

1. Any student who is absent from CASA for all or part of the day without a legitimate excuse shall be considered truant and the student and parent(s) / guardian will be subject to the truancy laws of the State.
2. A meeting between the student and the CASA director will occur when the student has exceeded five (5) unexcused absences in a class within a card marking period.
3. The student's counselor will be notified at that time.
4. Parent(s) / guardians of the student who has exceeded five (5) unexcused absences in a class within a card-marking period will be notified by telephone at that time.
5. Should a student exceed ten (10) unexcused absences in a class within a semester, the student will be asked to return to the sending school for the next semester. Should this happen during the second semester; the student will not be able to attend CASA the following year, if the student is an undergraduate.
6. Habitual absence from CASA will result in immediate removal from CASA. After consultation with the student, parent(s), and the sending school administration, any student with excessive absences from CASA will be asked to return immediately to their sending school.
7. Students who are asked not to return to CASA may appeal the decision, as outlined in the **Appeal Process** section on page 6.

TARDIES:

1. Students who arrive after the start of class will be considered tardy unless they have an excused pass from the office.
2. If students are tardy because of a sending-school function, the student should present a pass (signed by the sending-school administration or designee) to the director or his/her designee. Students will receive a Tardy / Excused slip to present to their teacher.
3. If students arrive more than five (5) minutes late to class, they shall be considered absent.
4. Three (3) tardies shall be considered one (1) absence.
5. Student maturity is expected at CASA; skipping class will NOT be tolerated. If a student wants to attend CASA, the need or desire to skip class should not occur. Students who skip class will not be permitted to make up class-work or test/exams. Disciplinary action will follow, including, but not limited to suspension from CASA.

6. Should a student habitually skip a class at CASA, that student may be asked to return to his or her sending-school immediately.

APPEAL PROCESS:

1. Students may appeal if they have been removed from CASA or asked not to return. The process for appeal is as follows:
 - a. Indicate in writing to the director the intentions of appealing.
 - b. A meeting will be held with student, parent(s) / guardian, teacher, director, and designated home school personnel.
2. Each student's case will be handled individually.
3. Due process will be afforded in a timely manner.
4. If allowed to return to CASA, students may be placed on a Student Contract.

ADDRESS CHANGE:

It is the responsibility of the student to notify the CASA office in writing of any changes in home telephone numbers, parent(s) / guardian work telephone numbers, or address changes. Accurate, up-to-date information is important in case of illness or emergency. Such changes should be forwarded immediately.

CASA STUDENT BEHAVIOR EXPECTATIONS:

It is assumed that all students are here at CASA . which is devoted to a more rigorous curriculum . because they are academically and artistically inclined, motivated, and are emotionally mature. Course prerequisites give direction and set the tone of the course. Students must make the transition from the traditional high school atmosphere to a more demanding setting where they will be expected to devote time and effort.

1. Students must realize that they now have to assume a much greater role in and responsibility for their education. The role of the instructor is now one of working WITH, but not for, the student.
2. Students must be prepared to work. They must understand the difference between reading the material and STUDYING it.
3. Students must be ready to allocate time for study and reading outside the classroom.
4. Students must understand that consistent attendance is critical. When an absence is unavoidable, students must assume the responsibility for closing the gaps in the material that has resulted from their absence.
5. Students must be able to approach the subject in a serious, mature, responsible, and realistic fashion.

There are no bells at CASA. Students have the responsibility of being in class on time. Disruptive, immature behavior, chronic tardiness, and absenteeism will call into question the student's emotional maturity and will result in a conference for the purpose of determining the possible misplacement of the student at CASA. Students may be asked to return to their home school and traditional settings.

AGE OF MAJORITY AND RIGHTS:

The Age of Majority Act became effective on January 1, 1972. Persons who have attained age 18 are recognized as adults as a matter of law. (MCL 722.51) Under the Family Educational Rights and Privacy Act (FERPA), a student who has reached age 18 is defined as an eligible student and is accorded certain rights and responsibilities (34 CFR 99.3 FERPA).

1. Except as noted below, policies and procedures set forth in the CASA Student Handbook will apply to all students, regardless of their attainment of the age of majority.
 - a. Students 18 years and older may have the same privilege as their parent(s) / guardians as it relates to access to their student records.
 - b. Students 18 years and older may represent themselves during disciplinary conferences and be the addressees for school correspondence.
 - c. Students 18 years and older may sign themselves in and out of school and may verify their own absences. NOTE: *All CASA attendance policies continue to apply to students regardless of their age.*
 - d. Eligible students who wish to assert these rights should register their intent on the appropriate form in the CASA office. Until such time as the eligible student registers this intent using the **Independent / Emancipated Adult Student Declaration** form, CASA officials will not apply the above exceptions to CASA policies and procedures. (See **Appendix C** in the back of the Student Handbook)
 - e. A copy of the completed form will be sent to the student's parent(s) / guardian. It must be signed by the parent(s) / guardian and returned to the CASA office. A copy will be retained in the CASA office for the duration of the student's term at the Center.

REPORT CARDS, PROGRESS REPORTS, AND COMMUNICATION TO PARENT(S) / GUARDIANS:

1. Report cards are formal reports of scholastic attainment. Grades from CASA are provided to the sending schools as part of this process. Report cards are then mailed by the sending school to the appropriate location.
2. Progress reports, where required by the sending school, are a notice of academic progress. These progress reports are then sent to the sending school and mailed by the sending school to the appropriate location.

Any other formal communications, by mail or otherwise, will be sent by CASA or CASA teachers to the appropriate location.

GRADE REVIEW / CHANGES:

If a student or parent / guardian requests a review or change of grade, the review or change of grade process request MUST begin with the teacher who issued the grade. The review / change of grade request must be in writing within TWO WEEKS after receiving the report card. If the review is not resolved, the student or parent / guardian may appeal to the CASA director. If the grade change remains unresolved, the student or parent / guardian may appeal to a grade review panel. The grade review panel will consist of the student's home-school counselor, the CASA teacher issuing the grade, a CASA teacher from a different department and home school, the CASA director, and a district administrator from the student's home school. The decision of the grade review panel shall be final.

CARE OF FERNDALE PUBLIC SCHOOL DISTRICT PROPERTY:

The Jackson facility, property of the Ferndale School District, is leased by the Center for Advanced Studies and the Arts. The use of the Jackson facility carries responsibilities for all students and staff. Because it is impossible for administration and staff of CASA or Ferndale School District to protect every piece of equipment of CASA and every item that a student brings to CASA, it becomes the responsibility of all students to respect what is not theirs. The property contained in CASA is the property of every school district within the consortium. This ultimately means that all property that is not personal property is paid for by the citizens of each sending district, the State of

Michigan, or by the federal government. If property is destroyed, we all lose. Students that willingly damage property may be subject to removal from CASA and/or other disciplinary action, including legal action by the proper authorities.

LOCKER USE:

1. Students may use the lockers in the CASA . Jackson facility; however, they must provide the office with the number of the locker and the combination to the lock.
2. All lockers are the property of the Ferndale Public School District and, as much as Ferndale is part of the six-school CASA consortium, they are a part of CASA. At no time does CASA relinquish its exclusive control of its lockers. The CASA director or his/her designee shall have custody of all combinations to all locks placed on lockers. Students are prohibited from placing locks on any locker without the advanced approval of the director or his/her designee.
3. CASA allows the use of lockers to its students for the students convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, or grooming aids. Students shall not use the lockers for any other purpose, unless specifically authorized by the CASA consortium or the CASA director or his/her designee in advance of students bringing the items to CASA. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the CASA director or his/her designee.
4. Random searches of CASA lockers and their contents have a positive impact on deterring violations of CASA rules and regulations, ensure proper maintenance of Ferndale Public School property, and provide greater safety and security for students and personnel. Accordingly, the CASA director or his/her designee is authorized to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.
5. The CASA director or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The CASA director or his/her designee shall supervise the search. In the course of a locker search, the CASA director or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against CASA policy or rules.
6. When conducting locker searches, the CASA director or his/her designee may seize any illegal or unauthorized items, items in violation of CASA consortium policy or rules, Ferndale Public School District board policy rules, or any other items reasonably determined by the CASA director or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the CASA director or his/her designee shall be removed from the locker and held by CASA officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the CASA director or his/her designee of items removed from the locker.
7. Lockers are to be kept clean and in orderly condition. It is the responsibility of students to remove contents of their locker at the end of the school year. **THE CONSORTIUM, FERNDALE PUBLIC SCHOOL DISTRICT, OR THE EMPLOYEES WORKING AT CASA, ARE NOT RESPONSIBLE FOR ARTICLES THAT ARE LOST OR STOLEN.**

(The Revised School Code, MCL 380.1306, 2000 PA 87 (Locker Searches); New Jersey v. T.L.O., 469 U.S. 325 (1985))

SEARCH AND SEIZURE:

In *New Jersey v. T.L.O.* (1985), the United States Supreme Court held that school authorities can conduct personal searches of a student and a student's belongings (for example: purses, pockets, and book bags) on the basis of a *reasonable suspicion* that the student is concealing something detrimental to the school. Under those guidelines, the following rules shall apply to the search of a student or the seizure of items in the student's possession:

1. There should be reasonable suspicion for CASA administration to believe that the possession constitutes a crime or rule violation.
2. Students will be notified of general searches of school property unless emergency conditions do not allow for such warning.
3. A student's locker, backpack, or similar personal items may be searched by the administration with the subsequent seizure of any dangerous, illegal, or forbidden items.
4. If it is believed that imminent danger is posed to human life or school property, any school property may be searched and dangerous materials seized.
5. Items that are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

USE OF DRUG SNIFFING DOGS AT CASA

As a means for maintaining a safe and secure school environment free from drugs and the problems associated with drugs, the use of specially trained K-9 units from the Michigan State Police may be used throughout the school year. Students will not have direct contact with the K-9 drug dogs; however, random searches of lockers, school parking lot, and student's belongings (book bags, jackets, etc.) may take place.

RADIOS, CASSETTE OR CD-PLAYERS, ELECTRONIC DEVICES, PAGERS, AND CELL PHONES:

1. Because the education process may be disrupted by unnecessary noise, the use of any electronic device, including, but not limited to cell phones, PDAs, or pagers, during normal CASA hours on the Jackson facility, is strictly prohibited.
2. In particular, cell phones and/or PDAs are prohibited from use in the classroom. Failure to comply with this may result in immediate confiscation and may result in further disciplinary action. Texting during class is expressly prohibited.
3. A classroom teacher or the director or his/her designee may authorize the use of cassette, CD players, or other electronic devices for instructional and educational purposes.

CLASS SCHEDULE CHANGE PROCEDURE:

Because class schedules are normally established prior to the end of the previous school year, and because staffing requirements are established based upon enrollment in these classes, students are expected to keep the classes they have selected with the advice of their school counselor and consent of their parent(s) / guardians. Changing classes should not be entered into lightly, as the CASA experience is designed to enhance future options.

Should changes in schedule occur, the following procedures will be adhered to:

1. All schedule changes will be made through the use of the proper CASA Schedule Change form.

2. Students may obtain a copy of the form in the CASA office. Forms must be completed with appropriate signatures from the following:
 - a. Parent / guardian.
 - b. Counselor of sending school.
 - c. Teacher of the course that is to be dropped and teacher of course to be added.
 - d. Director of CASA.
3. Students may not ~~shop~~ for classes. Students are encouraged to talk with teachers prior to signing up for a class.
4. Only under extreme circumstances will a change in schedule be allowed and must be completed within two (2) days of the beginning of the semester.

TEXTBOOKS:

Textbooks are CASA property and are loaned to the students for their use during the school year. Proper care of the books include keeping them clean and undamaged. Students will complete book cards prior to being issued textbooks. Students will be required to pay for lost or damaged books.

VISITORS:

Only students wishing to determine whether CASA should be part of their educational experience will be allowed to visit the program. Students wishing to visit CASA will need to obtain permission from their sending school administration or counselors prior to being allowed to visit CASA. The sending school administration or counselors will contact the director as to the best day for the visit.

FIRE DRILLS:

Fire drills will be held in conformance with state laws. Each room has directions for evacuation. When the signal sounds, the entire building is to be evacuated quickly, quietly, and in an orderly manner. IN GENERAL, evacuation should be out the end-hall doors.

TORNADO DRILLS:

1. TORNADO WATCH: means current weather conditions are proper for tornadoes, but none have been sighted. STUDENTS WILL REMAIN IN THE JACKSON FACILITY DURING A TORNADO WATCH until regular dismissal time. In case of heavy rain, or if severe weather conditions exist at dismissal time, students will be kept in the Jackson facility building until weather permits sending them home.
2. TORNADO WARNING: means current weather conditions are proper for tornadoes, and a tornado has been sighted in the general area.
 - a. If the tornado is in the immediate 50-mile radius, students will follow CASA civil-defense procedures and will be kept in designated shelter areas in the Jackson facility.
 - b. If tornado sightings occur at a scheduled dismissal time, STUDENTS WILL REMAIN IN THE JACKSON FACILITY until the all-clear signal is given by the Civil Defense Office. The decision to dismiss students will be coordinated with the Civil Defense Office of the Oak Park Police Department.
 - c. Staff and students will be notified when a tornado warning is received. The signal is a continuous high-pitched tone over the PA system.

- d. Teachers will take their classes to the designated areas in a quiet and orderly fashion, as outlined in the teacher's handbook.
- e. The all-clear signal will be given over the PA
- f. Tornado drills will be conducted during the school year.

LOCK-DOWN DRILLS:

Because of the nature of our society, and the problems that have occurred in public facilities and schools, the CASA and the Ferndale Public School District has established lock-down procedures to ensure the safety of students and staff. Lock-down drills will be carried out, from time to time, as established by CASA and the Ferndale Public School District. Teachers will instruct students according to the Ferndale Public School District procedure as outlined in the CASA teacher handbook.

COMPUTERS AND INTERNET POLICY:

Computers and other electronic equipment at CASA are intended and designed to enhance the educational experience. Each student using the computers at CASA will adhere to the policies set forth in the CASA Acceptable Use Policy. Students may not use CASA computers until they complete the AUP form and return it to the classroom teacher. The AUP and form is located in **Appendix B** at the end of the CASA Student Handbook. Further, students using their personal computers at CASA will adhere to all policies set forth in the AUP.

LEAVING CASA DURING SCHOOL DAY:

Because CASA is responsible for the safety and welfare of each student, leaving CASA during the school day without proper authorization is strictly prohibited. Disciplinary action may be taken. **NO STUDENT MAY LEAVE A CLASSROOM WITHOUT THE TEACHER'S PERMISSION.** Parent(s) / guardians must provide a telephone call or a written note asking for early dismissal the day of early dismissal. Phone calls should come to the CASA office (248.586.8860) prior to noon.

LOST AND FOUND:

Lost and Found is located in the CASA office in Room E-108. All items found in and around the CASA classrooms should be turned in to the office. Any item that is not claimed will be donated to a charitable organization at the end of the school year.

OPEN HOUSE:

CASA holds Open House once a year. Classes at CASA are canceled that afternoon and a shortened schedule is held that night. Parents / guardians are encouraged to attend classes with the students and participate in instruction.

Students must attend Open House, as this is part of the school day. If a student cannot attend Open House because of conflicting scheduling or work, parents/guardians are encouraged to attend in their place.

PARENT-TEACHER CONFERENCES:

Parent-Teacher Conferences are usually held once a semester. Sometimes this will change, so please check the calendar for times and dates. This time is set aside at night for parents and students to review progress at CASA. Every parent/guardian is requested, and strongly encouraged, to attend to discuss with their student's teachers the progress made during the marking period.

MEDIA-RELEASE DENIAL FORM:

From time to time, CASA uses pictures of CASA students and CASA events as part of promoting this unique program. If a parent/guardian **does not** want a picture of their student to appear in any CASA publication, whether in printed, audio, or video format, a Media Release Form should be signed. A copy of the form is located in **Appendix C** in the back of the CASA Student Handbook, and should be returned . signed . to the CASA office, within the first week of school.

CASA INFORMATION FORM:

In order to provide the safest environment for each student, and to ensure proper emergency procedures are followed, CASA Information Forms must be completed by parent/guardian and returned to CASA within four (4) school days of beginning attendance at CASA.

CASA WEB PAGE:

For information about the CASA program, course offerings, location, and staff, visit us at:
www.casa-online.org

CASA CALL ONLINE NEWSLETTER:

A newsletter is made available on line to share the experiences that are happening at CASA. This is also an important means of communication, allowing for upcoming events to be announced. Every attempt will be made to publish newsletters bi-monthly.

JACKSON FACILITY / CASA CLOSURE:

Under severe weather conditions and other extreme emergencies, the Jackson facility may be closed. CASA will be closed if the Ferndale Public School District closes the building, or if four (4) of the six (6) sending districts are not in session, or at the discretion of the Director, Steering Committee, or Superintendents. The announcement will be made over radio and television stations. If an extreme emergency occurs prior to the beginning of class, the sending schools will be notified of CASA class cancellation.

REPORTING ACCIDENTS:

Any student receiving an injury from any source while in school should immediately report this injury to the appropriate teacher or to the CASA office. If the injury occurs outside the classroom, the student should report to the nearest staff member or the CASA office. Any automobile accidents should be reported to the Jackson facility security and to the CASA office.

BUS TRANSPORTATION:

Bus transportation to and from CASA will be provided by the sending school districts. In some cases, transportation is shared among sending school districts. Students should check with their high school for times of pickup and drop-off, along with locations. Because of limited parking at the Jackson facility, students are encouraged to take advantage of bus transportation to and from CASA whenever possible.

TRANSPORTATION BEHAVIOR:

Should behavioral problems occur while students are being transported to CASA by bus, students may be asked not to ride on the bus. It will then be the responsibility of the student to provide transportation to and from CASA. Each case will be handled through the sending district's transportation department and director of CASA.

DRIVING AND PARKING:

Because of limited parking space, students should, if possible, use the bus transportation provided by the district. Since CASA is located in a residential neighborhood, students that drive should observe ALL posted signs regarding parking. If the parking lot is full, students can park along Oak Park Blvd., on Kenwood, or on Rosewood (except where signs indicate **NO PARKING**). **PARKING IS NOT ALLOWED ON THE CITY PARK LAWN.** Although no parking passes are provided at the Jackson facility, students must adhere to the following rules:

1. Students are to park in the student parking lot, which is the area south of the Jackson facility (off Rosewood).
2. **NO STUDENT MAY PARK IN THE FACULTY PARKING LOT** (off Oak Park Blvd.). Any student who parks in the faculty parking lot will have a warning sticker placed on the driver's side window AND will be asked to move their vehicle. Subsequent infractions may result in the car being towed away at the owner's expense, and/or removal of parking privileges at the Jackson facility.
3. Students should use only ONE parking space. As space is limited, please park carefully.
4. Students should **DRIVE SLOWLY**. Besides possible harm to fellow students, the neighborhood is home to many small children. Students should proceed cautiously when driving around the Center.
5. Students who choose to abuse or disregard the driving and safety rules will not be allowed to drive to CASA.
6. Students should not leave any valuables in their automobiles. The parking lot at CASA is not patrolled, and it is impossible to watch every automobile every minute.
7. Students should pick-up after themselves. **DO NOT** drop trash or refuse on the ground. Place all refuse in the cans inside CASA.

DUAL BLOCK CLASSES:

Students enrolled in Dual Block Classes for two hours (Dance, AP Studio Art, Sculpture), must return to class from break at 2:15 p.m. sharp. Please be advised that three (3) tardies may result in the student being dropped from CASA.

FOOD AND DRINK:

CASA does NOT have lunchroom capacity. Students are encouraged to eat prior to coming to CASA when possible. If a student must eat lunch at CASA, they should make sure to properly dispose of all refuse when finished.

APPENDIX A

CASA Academic Honesty Honor Code

(Adapted from Macalester College: A Handbook for First Year Students, pages 22-23)

Cheating is both morally wrong and academically unacceptable. Academic integrity is necessary in an institution that provides a worthwhile education. The responsibility for academic integrity and honesty is ultimately yours. The following guidelines may clarify what counts as cheating or academic dishonesty:

The two main types of academic dishonesty are *cheating* (including enabling another student to cheat) and *plagiarism*.

Cheating is the dishonest or unauthorized use of materials for academic works, such as, but not limited to

Copying another's paper or notes during an exam; talking about a test or looking at another's paper during an exam; gaining unauthorized access to past exams from a course; removing tests from a classroom or office without prior consent; discussing an exam you have taken with other students, either from your class or from another section of the same course who have yet to take that exam; providing false or exaggerated excuses to postpone due dates; lying to a teacher or administrator to improve your grade or to get special privileges; forging a signature on any CASA document; altering or falsifying any grade or official record; submitting work done in another class without prior permission of both instructors; having another student do your work for a course (including unauthorized collaboration); or enabling another student to do any of the above.

Plagiarism is the unacknowledged use of another person's work (words, ideas, data, etc.) in a graded or published piece or in a speech. The following are examples of plagiarism:

- Copying all or parts of another person's paper, article, or notes, and representing it as your own.
- Submitting a paper copied in full or in part from one purchased from a paper-writing service or which has been obtained electronically.
- Failing to fully cite (author, article title, book or journal, page number, date of publication) each instance where you've incorporated another's *ideas* or quoted words into your own written or oral work (NOTE: you must cite specific ideas and information, not just exact quotes. Summaries and paraphrases you make of another's writing, research, or words often ought to be cited, as well).

CASA expects academic honesty from ALL students and faculty.

The CASA Academic Honesty Honor Code

No CASA student or teacher will unfairly advance his or her own academic performance or in any way intentionally limit or impede the academic pursuits of other students in CASA.

Recognition of a Violation of Academic Integrity

Procedures: When a faculty member suspects a student of a violation of academic integrity, the faculty member should consult with the student about the suspected violation.

If a misunderstanding has occurred and there has been no violation, the matter can be settled between the teacher and the student.

If it appears to be a clear violation of academic integrity standards, the incident is to be reported to the Director of CASA.

Reporting the Violation

Procedures: The teacher is responsible for gathering the pertinent and necessary information and sending it to the Director of CASA. Cases of disputed violations will be handled by a panel, consisting of the student's home-school counselor, the CASA teacher that provided the information, a CASA teacher from a different department and home school, the CASA director, and a district administrator from the student's home school. The decision of the panel shall be final.

All identifying information regarding hearings and decisions will be considered confidential unless all those participating in the hearing agree in writing to make public information from the case.

Sanctions

It is important for all concerned that there be uniformity in the process and punishment of violations of academic integrity.

Procedures: Sanctions are to be determined by the panel. The following sanctions are recommended when a violation of academic integrity has been ascertained:

First violation . a grade of zero on the quiz, exam, etc. or in certain cases, a failing grade in the course.

Second violation . suspension for a semester. In extreme circumstances, dismissal from CASA.

Third violation . dismissal from CASA.

In an effort to educate students in the value of honesty and integrity, all CASA students are asked to sign the *CASA Academic Honesty Honor Code* found on the next page. In signing the *CASA Academic Honesty Honor Code*, students are acknowledging the importance of academic honesty and agree to respect the principles of the Honor Code.

The CASA Academic Honesty Honor Code

No CASA student or teacher will unfairly advance his or her own academic performance or in any way intentionally limit or impede the academic pursuits of other student in CASA.

As a student of CASA, I have read and agree with the CASA Academic Honesty Honor Code, and support CASA's efforts to promote academic honesty.

Student's Signature: _____ Date: _____

Student's Name (Please Print) _____

Student's Home School: _____

Grade: _____

As parent/legal guardian of the student signing above, I have read and agree with the CASA Academic Honesty Honor Code, and support CASA's efforts to promote academic honesty.

If you have any questions, please call the Director of CASA at 248.586.8860

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Street Address: _____

City: _____ Home Telephone: _____

Complete and return to CASA with your son / daughter within four (4) school days.

APPENDIX B

CASA Computer and Internet Acceptable Use Policy

Part 1

- I. Introduction
- II. Rights and Responsibilities
- III. Existing Legal Context
- IV. Enforcement

Part 2

- CASA Acceptable Use Policy
- CASA - User Agreement and Parent Permission Form

Part 1

I. Introduction

This acceptable use policy governs the use of computers and networks at the Center for Advanced Studies and the Arts (CASA). As a user of these resources, you are responsible for reading and understanding this document.

II. Rights and Responsibilities

Computers and networks can provide access to resources at and away from CASA, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

III. Existing Legal Context

All existing laws, (federal and state) as well as all CASA regulations and policies apply, including not only those laws and regulations that are specific to computers, software, and networks, but also those that may apply generally to personal conduct.

Misuse of computing, networking, or information resources may result in the loss of computing access. Additionally, misuse can be prosecuted under applicable local, state, or federal statutes. Users may be held accountable for their conduct under any applicable CASA or consortium policies or procedures.

IV. Enforcement

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally within the classroom. This will be done through in-person discussion and education.

Repeated minor infractions or misconduct which is more serious may result in the temporary or permanent loss of computer privileges or the modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computer resources, attempt to steal passwords or data, unauthorized use or copying of licensed software, repeated

harassment, or threatening behavior. In addition, offenders may be referred to their home schools for further action.

Any offense which violates local, state, or federal laws may result in the immediate loss of all computing privileges and will be referred to the appropriate law enforcement authorities.

Part 2

CASA Acceptable Use Policy

1. Use of Internet and computer facilities within CASA shall be for the sole purpose of facilitating the exchange of information in furtherance of education and research, and otherwise consistent with the purposes and objectives of CASA or any member of the consortium.
2. Any use of the network for commercial or for profit purposes is prohibited.
3. Use of the computer facilities for private business is prohibited.
4. Any use of the facilities for product advertisement or political lobbying is prohibited.
5. CASA accounts are to be used only by the authorized owner of the account for the authorized purpose. Student usage of any kind, including under a teachers username, is permitted only after student and parent/guardian sign the Acceptable Use Policies attached or an equivalent school district policy approved by CASA.
6. Users shall not intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users, or represent other users on the Internet or computer network.
7. All communications and information accessible via the network should not be assumed to be private property.
8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or alter the software components of a computer or computer system is prohibited.
10. Hate mail, harassment, discriminatory remarks, and other similar behaviors are prohibited through the use of, but not limited to, e-mail or other such technologies.
11. The illegal installation of copyrighted or any other software for use on CASA personal computers is prohibited.
12. The unauthorized attempt to circumvent data protection schemes or uncover security loopholes, including but not limited to, creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data is prohibited.
13. Knowingly or carelessly running or installing any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network is prohibited. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
14. Deliberately wasting/overloading computer resources, such as printing too many copies of a document is prohibited.
15. Use of the network to access obscene or pornographic material is prohibited.
16. Displaying obscene, lewd, or sexually harassing images or text on a computer through, but not limited to, screen savers, computer wallpaper, or any other images is prohibited.

The CASA - User Agreement and Parent Permission Form 2011-2012 School Year

After reading the CASA Computer and Internet Acceptable Use Policy, please complete this form to indicate that you agree with the terms and conditions outlined. ***The signatures of both the student and parent/guardian are mandatory before access may be granted to use the computers and the Internet in CASA.*** This document, which incorporates the CASA Acceptable Use Policy, reflects the entire agreement and understanding of all parties.

As a user of the computer facility and Internet, I have read and hereby agree to comply with the CASA Acceptable Use Policy, including all rules and responsibilities.

Student's Signature: _____ Date: _____

Student's Name (Please Print) _____

Student's Home School: _____

Grade: _____ Date of Birth: _____

As parent/legal guardian of the student signing above, I grant permission for my son / daughter to access the computer facility services, including the Internet. I have read and agree to the CASA Acceptable Use Policy, and I understand that I may be held responsible for violations by my son / daughter.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Street Address: _____

Home Telephone: _____ Day Phone: _____

Complete and return to CASA with your son / daughter within four (4) school days.

APPENDIX C

**The CASA
Videotape, Photographic, Sound and Web Site Release Notification**

Photographs, audio and videotapes of various school and classroom activities are created in the Center for Advanced Studies and the Arts (CASA) throughout the school year. These various pictures and tapes are used in CASA newsletters, school newsletters, district publications, community access cable television, community newspapers, and on sending districtsq(Berkley, Clawson, Ferndale, Lamphere, Madison and Oak Park) web sites.

Please fill in the bottom portion of this letter if you **DO NOT** wish to have your child pictured in publications, video, or audio taped, and return it to the CASA office within 4 days of the 2011 / 2012 school year. Additional forms are available at the CASA office.

If you have any questions, please call the director of CASA at 248.586.8860.

Center for Advanced Studies and the Arts
23561 Rosewood
Oak Park, Michigan 48237

Media Release Denial

2011 / 2012 School Year

I **DO NOT** wish to have my child recorded.

Student's Name _____

School _____

Grade _____ Date _____

Signature _____
(Parent or Guardian)

Berkley ♦ Clawson ♦ Ferndale ♦ Lamphere ♦ Madison ♦ Oak Park
School Districts

APPENDIX D

**The 2011-2012 CASA
INDEPENDENT / EMANCIPATED ADULT STUDENT DECLARATION**

I have attained my 18th birthday, am living independently of parents or guardian, and am therefore, legally responsible for myself in connection with school regulations. I therefore declare that, henceforth, I shall take over the responsibilities heretofore held by my parent(s) / guardians for all signatures and phone calls such as reporting my absences, changing schedules, responsibilities for field trips, releasing CASA records, and other responsibilities held, including representing myself at disciplinary hearings, etc.

Student Signature _____ Date _____

Student's address if different from below:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Parent(s) / Guardian(s) Signature _____ Date _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

TO BE FILLED OUT BY CASA DIRECTOR OR DESIGNEE

BIRTHDATE: _____

PROOF OF BIRTHDATE: Driver's License Birth Certificate Other I.D.

DATE RECORDED: _____

SENDING SCHOOL CONTACT: _____

APPENDIX E

**PARENT / STUDENT ACKNOWLEDGEMENT OF
2011 - 2012
CASA STUDENT HANDBOOK**

Parents and students have the responsibility to be aware of all CASA rules within the Student Handbook. Please take the time to read and understand each rule as it pertains to all students attending this program. By signing and returning this form, both parent or guardian, and student, acknowledges they have read and understood all rules contained within this 2011 . 2012 CASA Student Handbook.

As a student of CASA, I acknowledge that I have read the handbook, and I understand all rules that are contained within this 2011 . 2012 CASA Student Handbook.

Student's Signature: _____ Date: _____

Student's Name (Please Print) _____

Student's Home School: _____

Grade: _____

As parent or legal guardian of the student signing above, I acknowledge that I have read the handbook, and I understand all rules that are contained within this 2011 . 2012 CASA Student Handbook.

If you have any questions, please call the Director of CASA at 248.586-8860.

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Name (Please Print): _____

Street Address: _____

City: _____ Home Telephone: () _____

Complete and return to CASA with your son / daughter within four (4) school days.