

COMMUNITY SCHOOLS POLICY INFO, MIDDLE SCHOOL

DISCIPLINE - The Community Schools Program adheres to the CFSD Student Discipline Matrix, which can be accessed through the following link:

<https://policy.azsba.org/asba/browse/catalina/catalina/JK-E>. Community Schools reserves the right to exclude a student from a Community Schools activity if it is established that the student has violated any provision outlined in the student discipline policies, rules, and/or regulations.

Additionally, the Community Schools staff may exercise discretion in removing a student if such action is deemed to be in the best interest of the activity or the school as a whole.

PLEASE REGISTER PROMPTLY - All activities are first-come, first-served basis and often fill quickly.

ATTENDANCE - Attendance is taken for all Extended Day Activities & absences must be phoned in by parents to the school office by 2:00 p.m. the day of the class.

LATE FEE - A \$15 late fee will be applied after the registration deadline.

LATE PICK-UP FEE - A \$3 per minute supervision fee will be charged for those who remain on campus after 4:30pm.

REFUNDS/CHANGES - When dropping out of activities after the first class, you will receive a 50% refund. No refunds will be given after the 2nd day of class. There will be a \$10 change fee for any class changes. No refunds if we remove your student from a class.

WAIT LISTS - If a class you wanted to register for is FULL, please make sure you add the "Waitlist" class to your cart to ensure you are contacted if a spot becomes available. All waiting list requests are dated, time-stamped, and entered accordingly.

WALKING HOME - If your student walks home from school on a regular basis and would like to do so after an Extended Day Activities, please provide a note giving your student permission to walk home to your class coordinator. We will keep it on file for the school year. If we do not have a written note, we will not allow students to walk home after Extended Day Activities.

FEES FOR CLASSES, ATHLETICS, OUTDOOR ADVENTURES AND FIELD TRIPS -

All fees are due at the time of enrollment, prior to the start of the program. Contact Community Schools for information on payment plans or fee reductions. Fee reductions may be available based on combined family income.

NSF CHECKS - A \$25 bank processing fee will be assessed for any returned checks.