

# **STUDENT HANDBOOK**



**2010-2011**

## **DISCLAIMER**

This handbook is not intended to create a contract with the students; rather, it is intended to generally describe the Center and the present rules and procedures. Please use it as a reference book during the school year.

## **CIVIL RIGHTS GRIEVANCE PROCEDURES**

The Capital Area Career Center offers vocational education opportunities without regard to age, color, race, national origin, sex, religion or handicap. Additional information regarding this policy can be obtained by contacting the Center's Principal, Section 504 and Title IX Coordinator, 2201 Toronto Road, Springfield, Illinois 62712, 217/529-5431.

## **MISSION STATEMENT**

The mission of Capital Area Career Center is to provide students the opportunity to:

- pursue career options
- enhance employability through technical and workplace skill development
- transition into employment or post-secondary education
- prepare for life-long learning

## **Student & Parent Responsibilities**

Each Parent and Student is responsible for the contents of this handbook and shall be held accountable to the standards and rules it covers. Failure to read this handbook is not a valid excuse for not knowing or following the guidelines or rules within it. During the first week of school, each parent and student will sign an acknowledgement form for receipt of the Capital Area Career Center Student Handbook and the Capital Area Career Center Acceptable Use Policy.

## **School Authority**

Students must answer to any CACC Staff Member, Custodian, SLA, or SCLA / SAFE Schools personnel while at CACC. Failure to do so is a violation of the CACC Student Handbook and punishable as determined by the level of the offenses involved.

## **Students Receiving deliveries at CACC**

CACC Student Services Office reserves the right to not accept deliveries of gifts, etc. from businesses, couriers, or friends to students while they are present at CACC. Parents may deliver necessary items for their student to the Student Services Office.

## **DAILY CLASS SCHEDULE**

### **Morning Session:**

- 8:45 a.m.     Warning Bell for A.M. Session
- 8:50 a.m.     Tardy Bell - Classes Begin for A.M. Session
- 10:40 a.m.    Dismissal Bell for A.M. Session

### **Afternoon Session:**

- 12:25 p.m.    Warning Bell for P.M. Session
- 12:30 p.m.    Tardy Bell - Classes Begin for P.M. Session
- 2:50 p.m.     Dismissal Bell for P.M. Session

## **CALENDAR page**

**See website homepage for interactive calendar.**

# CAPITAL AREA CAREER CENTER

## Important Dates - 2010-2011

August 23 .....	First Student Attendance Day
August 30 .....	Last Day for Students to Change Classes - 1 <sup>st</sup> Semester
September 6 .....	<b>Holiday - Labor Day - No School</b>
September 17 .....	Midterm of First 9 Weeks (Progress Reports are due Sept 21 <sup>st</sup> )
October 11 .....	<b>Holiday - Columbus Day - No School</b>
October 14 .....	Open House – 5:00-7:00 PM
October 22 .....	<b>End of First 9 Weeks</b>
October 28 .....	<b>Evening Parent-Teacher Conferences</b>
October 29 .....	<b>Parent-Teacher Conferences, NO STUDENT ATTENDANCE</b>
November 11 .....	<b>Holiday - Veteran’s Day – No School</b>
November 19 .....	Midterm of Second 9 Weeks (Progress Reports are due Nov 23 <sup>rd</sup> )
November 25 - 26 .....	<b>Holiday - Thanksgiving - No School</b>
December 17 .....	<b>End of 1st Sem/End of 2nd 9 weeks/First Semester Exams</b>
December 20 – January 2 .....	<b>Winter Break – No School</b>
January 3 .....	Second Semester Begins
January 7 .....	Last Day for Students to Change Classes - 2 <sup>nd</sup> Semester
January 17 .....	<b>Holiday – M.L. King Day – No School</b>
February 1 .....	Open House 5:00-7:00 PM
February 4 .....	Midterm of Third 9 Weeks (Progress Report are due Feb 8 <sup>th</sup> )
February 21 .....	<b>Holiday – President’s Day- No School</b>
March 7 .....	<b>Holiday - Casimir Pulaski – No School</b>
March 11 .....	End of 3rd 9 weeks
April 14 .....	Midterm of Fourth 9 weeks (Progress Reports are due April 19 <sup>th</sup> )
April 15 .....	<b>No School for Students/Teachers' Institute/Skills USA Contest</b>
April 22 - 25 .....	<b>Spring Break – No School</b>
May 19 .....	Student Awards
May 25 .....	<b>Last Student Attendance Day/Second Semester Exams</b>
May 31 .....	<b>Holiday – Memorial Day – No School</b>

\* Contingent upon the number of emergency days used.

**CAPITAL AREA CAREER CENTER  
CLASS AND BUS SCHEDULE  
2010-2011**

<b>Class Schedule:</b>	<b>AM Classes</b> 8:50 to 10:40 AM	<b>PM Classes</b> 12:30 – 2:50 PM
------------------------	---------------------------------------	--------------------------------------

**Bus Schedule:** Please contact your home school for exact bus information regarding times. Pick-up points and delivery points.

**Student Pick-up and Delivery at CACC**

AM - North Side: Lanphier, Lawrence Education Center, Springfield  
South Side: Glenwood, Southeast

PM - North Side: Athens, Auburn, Franklin, Girard, New Berlin, Pleasant Plains,  
Pawnee, Riverton, Tri-City, Virden, Waverly, Williamsville

PM -South Side: Calvary Academy, Edinburg, Glenwood, Lanphier, Lawrence Education Center,  
Palmyra Northwestern, Rochester, Sacred Heart/Griffin, Southeast, Springfield,

Upon arrival at CACC, students are to immediately enter the building and wait in the Commons Area until classes begin. Students who rode the bus are not to go to the parking lot, and students who drove are not to remain in the parking lot.

**CACC expects each student to know where their bus picks them up each day and be there when it is loading. Students missing their bus are responsible for finding an approved ride back to their home school.**

**All CACC Students must follow the CACC Driving and Parking Policy or risk having their vehicle towed at their expense.**

## FACULTY AND STAFF

**Director:** Cindy Stover

**Student Services Administrative Asst.:**

**Student Services Secretary:**

**Security Officer:**

**Principal:** Alan Avery

Stacey Penner

Leona Pacheco

James Pickett

### **Ag. & Ind. Mechanics**

Charles Bullard

### **Automotive Tech/Serviceing**

Brandon Kimbro

Chris Ford

### **Collision Technology**

James Branham

### **Communications & Media**

Deb Antoine

Mary Hamilton

Gerald Schneider

Kimberly Seiz

### **CISCO Academy**

Janis Rose

### **Cosmetology**

Mel Ewing

Christine Call

### **Culinary Arts**

Deborah Burtle

### **Early Childhood Care & Education**

Deborah Downs

Denise Tarr

### **Electrical/Heating Ventilating & Air Conditioning**

Jim Gain

### **Health Occupations**

Lillian Beams

Ann Stanks

### **Law Enforcement**

Dan Nichols

### **Learning Resource Center**

Chris Edmonds, Student Support Specialist

Jeri Fuess, LRC Assistant

### **Welding**

Steve Hoff

# STUDENTS RIGHTS AND RESPONSIBILITIES

As a student at the Area Center you have the following rights and responsibilities:

## **Students have the right to:**

1. A meaningful learning experience
2. Adult representation when in serious or consistent conflict with school authority
3. A meaningful curriculum
4. Protection from physical or verbal abuse by staff members
5. Protection from physical or verbal abuse by other students
6. Assistance in making decisions concerning their own educational needs
7. The opportunity to practice decision-making procedures within the democratic process
8. Be disciplined or reprimanded in private, if possible. If discipline is to be in the presence of others it shall be done in a humane and appropriate manner.
9. Know the reasons for any discipline which may be administered to them

## **Students are responsible for:**

1. Knowing and obeying all school rules and regulations
2. Their own actions
3. Abiding by the accepted modes of conduct
4. Respecting the rights and individuality of other students and school staff members
5. Refraining from libel, slanderous remarks, and obscenity in verbal and written expression
6. Dressing and grooming in a manner that meets reasonable standards of health, cleanliness, and safety and is work-place acceptable
7. Being punctual and present in the regular school program to the best of one's ability
8. Refraining from gross disobedience or misconduct or behavior
9. Maintaining the best possible level of academic achievement
10. Respecting the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities
11. Knowing reasons and methods for discipline including suspension and expulsion

# GENERAL SCHOOL INFORMATION

## PROGRAM INFORMATION

### Enrollment in the Center

Any student who is enrolled as a regular student in a participating high school, has achieved junior class standing, and has attained the age of sixteen (16) years is eligible for enrollment in the Center. Special consideration may be made on an individual basis for students who have less than junior class standing and/or are less than sixteen (16) years of age. Exceptions for enrollment of students who do not attend a participating high school must have the approval of the Executive Council.

Students who are interested in attending the Center must file application through their home school counselor. The Center shall accept students based upon:

1. Space available in the specific program for which the student applies
2. Recommendation of the student's home school counselor

A staffing will be held for special education students before they will be accepted into a Center program. Students may not withdraw from a program at the Center without the approval of the home school or the Center.

Students may not transfer between programs at the Center without the approval of the home school and the Center. A student who wishes to change programs must see the Principal up to the fifth (5th) day of each semester. All home school guidance departments will be notified.

\*\*\*\*\*

### BREAK PERIODS

\*\*\*\*\*

Capital Area Career Center maintains a Commons Area for the benefit of the student body and others utilizing our facility. Breaks are not scheduled for students once class is in session. Instructors are encouraged to use breaks **only** as a reward for classes who have been extremely cooperative and then on a very limited schedule. When a class is allowed to take a break they are to remain in their own group during that time and report immediately back to their classroom. Should breaks be overused the privilege of taking breaks will be removed. Students are to observe the following rules when their instructor has allowed them to have a break.

In order that the Commons Area functions smoothly, the following rules must be observed:

1. After break is finished trays should be returned to assigned area; paper should be placed in the proper container; pop cans placed in the provided recycled containers. The table and floor around the student must be left clean.
2. All students must eat in the Commons Area and must clean up after themselves.
3. No student is permitted to be outside during the break time.
4. Loss of break privileges may be a consequence for tardiness and other acts of misconduct as deemed appropriate by the instructors and Center administration.
5. Breaks will not be given for any student in in-school suspension.
6. Repeated violations of leaving the Common's Area in disarray will result in canceling breaks for indeterminate periods of time by the Center administration.
7. Failure to comply to any and all rules will result in the loss of break for individuals or

classes.

8. All students on break must conduct themselves in an orderly and appropriate manner.

### **CHANGE OF STUDENT INFORMATION**

Any change in the student's address, phone number(s), grade status, or any other significant information should be reported to the Student Services Office as promptly as possible.

### **EMERGENCY SCHOOL CLOSING**

In the event of inclement weather or some other emergency, the official announcement for closing the Center may be heard over the local radio and TV stations. Listen to the local stations and **DO NOT** call the Center. You will also be contacted by School Reach on your home phone.

### **FOOD AND DRINKS**

The Center does not allow students to bring any food or drinks into the building nor may students take food or drinks (except water) purchased at the vending machines out of the Commons Area.

### **CLASS ACTIVITY ACCOUNTS**

Students involved in fund raising activities as part of either an intra or extra curricular activity in a class shall have written approval by their parent or guardian prior to their becoming involved in the project. The agreement acknowledges that the student will be involved in the project and that should they default on any portion of the financial obligations of the project, the parent or guardian agrees to assume that financial responsibility should any occur. The parent shall be notified not less than 10 days after all funds are due should any student fail to meet their financial responsibilities. No student should be allowed to take fund raising items without the parental consent forms being signed.

### **FEES**

Textbook rental and other normal fees are included in the home school tuition fee. However, students may be asked to purchase educational and protective equipment necessary to adequately facilitate instruction i.e.; coveralls, uniforms, tool sets, calculators, etc. In some instances, a nominal lab fee may be charged to cover costs for materials of take-home projects which are completed. A \$40 registration fee is assessed to all students who enroll at the Center. If this fee is not paid by October 15<sup>th</sup>, students will not be allowed to participate in lab activities.

### **FIELD TRIPS**

Field trips are an extension of the classroom and the Center. Behavior/conduct must be the same as if the student is in the school. Discipline and disciplinary measures will be administered accordingly. All students participating in any activity off the CACC campus which requires a permit (field trips, internships, job shadowing, competitions, etc.) will not be allowed to participate in the event unless all completed forms are returned to the Student Services Office at **least three days prior to the event**. The forms should be returned by the instructor in one group with a cover sheet listing all students and their emergency contact numbers. This list will also be used as the departure roster to be returned to the Student Services Office as they depart on the trip.

## FIRE DRILLS/DISASTER DRILLS

Fire drills and/or disaster drills are held periodically. Students are to react to them as though they are the real thing. Teachers will give more specific instructions in the respective classes.

**Specific responses will be provided to students for each area of the building.**

The **Fire Signal** is a long continuous blast of the horn.

The **Disaster Alert** will come via an announcement over the public address system unless it is an immediate emergency in which case it will be a siren sounding of the horn.

## HALL PASSES

Students are not to leave their assigned classroom without prior approval from the instructor in charge of the area into which they are to be admitted and from their home room instructor. Instructors should receive confirmation from the instructor where the student is going prior to issuing the pass. Students who are not in their regular learning area must have a hall pass issued by their instructor. Any Center staff person may ask to see the pass or Student ID. Students are not to be in the parking lot for any reason during the regular class period or student break period without permission from Center Administration. Students are to be in the Commons Area only during the class break period.

## HEALTH SERVICES

Students are responsible for providing to CACC accurate information as to their parents' and guardians' home and work phone numbers or contact procedures. Students reporting to the CACC Student Services Office for illness, injury, or other emergency needs will be attended to first by CACC non-medical personnel, and their parents will be contacted for consultation. Should parent contact not be made the CACC Administrative Staff will then determine in the place of the parent the actions to be taken which best serves the safety and the well-being of the student. At no time will CACC administer drugs or medications to the student. Should the student be transported to a medical facility the total cost of the transport and treatment will become the responsibility of the parents or guardians. CACC will accept no liability for the expenses or for the outcome of this decision. While CACC does employ medically trained staff they are employed for instructional purposes only and not medical treatment or diagnosis. Students reported to the CACC Student Service Office should expect to either be treated, dismissed to the care of the parent or their representative, or transported to a medical facility as the Student Service Office is not equipped to serve as a medical treatment facility or sick room.

Medication will **not** be administered at the Center. This includes common and widely used prescriptions such as aspirin. The possession of medications or look-alike medications is not permitted on the school grounds. Medications prescribed by a physician or being administered by a guardian will be permitted with prior recent notification to the school and limited to amounts required for that day only.

Under no circumstance may a student who is ill or injured leave school without approval from Center Administration. Approval requires parental notification by a parent or legal guardian.

## ID'S

1. CACC Student IDs will be distributed in mid to late September.

2. Students are required to have their ID's in their possession at all times and must make their ID available to CACC personnel upon request.
3. If an ID is lost, students may purchase temporary ID's for \$1.00 per day or buy a permanent replacement ID for \$3.00. Failure to have an ID will result in the loss of participation points for the day.

## **LOCKERS**

Lockers will be assigned to students in those areas where lockers are available. A student may use only the locker assigned and must keep it locked at all times. A student should not carry large sums of money or leave valuable personal property in the locker.

The Center assumes no responsibility for personal belongings which may be taken from a student's locker.

A student's locker is the property of the school and must be used for the purposes intended; a storage area for books, school supplies, and outdoor garments. If there is reasonable suspicion that the locker contains illegal or dangerous materials or substances, or to insure that no one has violated any of the rules and regulations as put forth in the student handbook, it may be searched with or without the student's knowledge or consent.

## **LOST AND FOUND**

Students are urged to cooperate in bringing any article found on the Center property to the Student Services Office.

## **PROTECTION OF PERSONAL PROPERTY**

Students are cautioned not to leave books or other property unlocked in places where these items might be easily stolen. Students, not the Center, are responsible for their personal property.

## **SAFETY**

Safety will be stressed by instructors at all times. State law specifies that industrial quality eye protective glasses must be worn when working in shops or around tools, equipment, and chemicals. Students may purchase safety glasses from the Center. In some labs, additional rules and regulations will be established for safety purposes. Students failing to wear appropriate clothing and footwear may be denied participation in the class on the days in which they do not meet the requirements of that class and will receive no points for that day of work. On the first incident the student will receive a written referral from the instructor and remain in the class with the parent and school being notified. On the second incident the student will receive a written referral and be sent to the office for the balance of the day with notification to the parent. The third

incident will result in the student being sent to an alternative setting and receiving no credit for that day's work. Additional incidents will result in a parent conference and the use of a performance contract for that class.

### **SCHOOL ACCIDENTS AND INSURANCE**

Students should report all injuries or accidents to the instructor immediately after they occur. Accident Report Forms are available in the Student Services Office and are to be completed for all injuries regardless of where the student was injured (on school property, en route to or from school, or elsewhere).

CACC students may be insured under a school insurance plan which is made available at no cost to the student. This insurance plan covers all injuries and accidents which occur in school-related activities which occur under school supervision.

### **STUDENT DRIVING / PARKING PROCEDURES**

Bus transportation is provided to the Center by each participating district. ALL students are expected to ride district provided transportation. Only under extreme circumstances, where it is impossible and/or impractical for the student to ride the bus, will a driving/parking permit be issued. Students need to complete a parking permit request form which can be obtained in the Student Services Office. A \$35.00 fee will be charged for the parking permit. Failure to properly display the parking pass or parking in non-student areas may result in disciplinary actions. Vehicles may be towed or secured at the owner's expense if in violation of parking restrictions. Students who repeatedly drive to CACC without a parking permit will be denied access to CACC parking areas and may have their vehicle towed.

Student parking is allowed only in designated areas.

Students who need to drive in temporary or emergency situations must get prior approval from their home school administration and sign in their vehicle tag and description in the Student Services Office. Under no circumstances are students permitted to drive vehicles to program job sites (i.e. Building Trades, hospitals, etc.). The issuance of temporary driving passes will be limited. Excessive use of temporary driving passes will result the loss of the privilege.

Students who need to bring a vehicle to the Center for repair must complete the proper driving permit secured from their instructor. Temporary Driving Permits for vehicle repair will be issued on a weekly basis only.

Student vehicles must be parked in the yellow striped area of the southeast lot within **one** marked parking space. Any motor vehicle parked on the lot without a parking permit displayed, in the White Lot, in spaces reserved for handicapped, in visitor parking, on the ring road, on the access road, or in any way illegally parked on the school grounds will be towed or secured at the owner's expense. Students are not allowed to sit in any vehicles after arriving at CACC. Vehicles are to

be parked and the occupants are to proceed into the building immediately. Permission must be obtained from the Center Administration when it is necessary to go to their vehicles at any time during school hours. Any vehicle parked on school property is subject to search and seizure. The Center does not assume any responsibility or liability for damage to vehicles using the Center's parking facilities.

Traffic laws and safety rules must be observed while driving on school property. Please remember that driving to the Center is a privilege which may be revoked if there are problems.

No student vehicles may enter the shop areas prior to school being in session, and no vehicles may leave the shop areas until ALL bus traffic is completed in the loading areas.

Any student who accumulates 3 Unexcused Tardies while driving and parking on CACC property shall be notified of their violations. If a total of 6 Unexcused Tardies are accumulated the student shall have ALL driving and parking privileges revoked without refund for unused parking permit fees and be placed on a Performance Contract.

## **Student Parking Rules and Penalties**

1. Students must park only in the designated area. All permits shall be clearly displayed in the rear window and the car is to be parked with the back end out.
2. Students parking in spaces not assigned to them or without a permit may be fined, towed, or secured at the expense of the owner.
3. Students parking on a daily temporary permit must park in the approved area for temporary drivers. They must report their space number as they sign-in in the student services office.
4. Students driving to school must park in the lot and enter through the Main CACC (South) entrance before going to class. Cars to be taken to the shop may be moved to the shop area after attendance is taken.
5. Students driving and parking on CACC property may not transport other students to or from school without written permission from: rider's parent or guardian, vehicle's owner, driver's parent or guardian, and their home school principal.

## **STUDENT RECORDS**

In accordance with the Illinois Records Act of 1975, parents and eligible students shall be notified annually concerning the educational records maintained by the Capital Area Career Center.

### **Definitions**

1. Student Permanent Record: (to include)
  - a. student and parents names and addresses
  - b. birthdate
  - c. gender
  - d. grades
  - e. graduation/completion date
  - f. attendance record
  - g. record of release of permanent record information
  
2. Student Temporary Record: (to include)
  - a. family background information
  - b. intelligence test scores, group and individual
  - c. aptitude test scores
  - d. teacher anecdotal records
  - e. disciplinary information
  - f. any verified reports or information from non-educational persons, agencies or organizations.
  - g. honors or awards
  - h. other verified information of clear relevance to the education of the student
  - i. record of release of temporary record information

### **Maintenance of Student Records**

The Director is responsible for the maintenance of student records.

The Center shall maintain student permanent records for 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

Temporary student records shall be maintained no longer than 5 years after the student has left the Center.

Before destruction of the records the parents or student have the right to copy any student record information contained therein.

### **Access to Student Records**

Administrators, counselors, teachers, and others employed by the administrative district and the participating districts that have a legitimate interest in the student's education have access to their records. Clerical personnel employed by the Center may view the records only in the performance of their assigned duties.

### **Examination of Student Records**

Parents of a student under the age of 18 years, and the student 14 years or older shall be permitted to examine the student records. Procedures for examination are as follows:

1. Parent or eligible student shall complete the form Request to Examine Educational Records
2. An appointment may be required to accomplish this review
3. Persons examining the record may copy by hand anything contained in the record or copies may be made on the school copy machine at a cost of \$.25 per sheet (unless prohibited by copyright laws).

### **Release of Student Records**

In order to release a student's records to an individual prospective employer or agency other than school officials, a release form (Request for Release of School Records) must be completed and signed by the parent or the student sixteen (16) years of age or older. This information may be released to a third party only on condition that such party shall not permit any other party to have access to such information without the consent of the parent and/or student.

### **Challenging Contents of Student Records**

If upon reviewing the records, the parent or student eighteen (18) years of age or older wishes to have portions of the record deleted, removed, added to, altered in anyway, or challenges the accuracy, relevance, and/or propriety of the students records (exclusive of grades), the request must be made to the Center Director in writing.

If agreement cannot be reached with the Director, an impartial hearing officer shall be employed to render a decision. A decision made by the hearing officer may be appealed by either party to the Regional Superintendent. The Center shall be responsible for implementing the decision of the Regional Superintendent.

### **SUPPLIES**

Pencils are available for purchase in the office before school or during breaks.

### **TELEPHONE CALLS**

The school telephone is for business purposes only and is not to be used for personal calls *to a parent or guardian*. Students will be contacted only in the case of an emergency and the emergency must be stated. The telephones in the Student Services Office are not for personal use by students unless permission has been granted by one of the Student Services Office Staff. Permission will be granted for reasons of illness only.

## **VENDING MACHINES**

Soft drink and snack machines are available for student use only as long as the students keep the school area clean. The only area in which soft drinks and snacks may be consumed before school and during student break periods is in the Commons Area. Repeated violations of these rules and/or complaints by instructors will force us to close the machines for indeterminate periods of time.

## **VISITORS**

All visitors to the Center are required to first report to the Student Services Office upon entry into the building. This includes all individuals who are not Center students or employees. All student visits must be prearranged with the instructor and the Deputy Director/Principal. No visits will be permitted the first two and last two weeks of each semester. Authorized visitors will be issued a permit in the Student Services Office.

The Center Administration reserves the right to refuse permission to anyone visiting the Center.

**ALL VISITORS MUST HAVE PRIOR APPROVAL FROM THE INSTRUCTOR AND THE PRINCIPAL AND BE PLACED ON THE CHECK-IN ROSTER IN THE STUDENT SERVICES OFFICE. NO VISITORS ARE ALLOWED DURING THE FIRST TWO OR THE LAST TWO WEEKS OF ANY SEMESTER OR AT ANY OTHER TIME DEEMED INAPPROPRIATE BY THE ADMINISTRATION OR INSTRUCTOR. VISITORS WILL NOT BE ALLOWED WITHOUT PRIOR APPROVAL FROM THE PRINCIPAL.**

## **ATTENDANCE**

The Capital Area Career Center, Administration, and Instructional Staff believe student attendance is an integral part of the total learning experience. A student learns and experiences something new each day; therefore, it is imperative that a student be in attendance to take advantage of the educational opportunity.

Parents will be notified after a student's 6<sup>th</sup> absence and again after the 8<sup>th</sup> absence in a semester. A parental conference may be arranged. Unless there are very unusual circumstance, missing more than 8 days of school in a semester is excessive. When a student accrues more than 8 absences in a semester, future absences will be unexcused, except for those absences that are due to illness. These absences must be verified in writing by a medical doctor. Please remember the positive relationship between attendance and success in school.

Frequent absences from work are one of the primary causes for employee termination. When hiring Center graduates, employers inquire about the individual's attendance record at school. The primary purpose of the Center is to prepare students for success in the world of work. Since regular attendance is of the utmost importance to the future employment of our students, the following Attendance Policy has been established to emulate the business communities' attendance requirements.

Increased emphasis will be placed upon student attendance and the reporting of absences to both the home school and parent/guardians. Attendance shall also become a more influential portion of the grade the student receives.

## **Exceptions**

1. School sponsored activities, such as field trips, sports events, assemblies, or other activities sponsored, excused or approved by the home school will not be counted or deducted from the two initial sick days.
2. Other absences as approved by the Center Administration.

## **Excused Absence**

This is an absence which is due to personal illness, a death in the family, a mandated court appearance, an emergency situation, or a family vacation (with prior approval NOT TO EXCEED 5 DAYS). An **excused** absence entitles the student to a reasonable amount of time to make up assignments and tests missed. This will be determined by the instructor. The student is responsible for requesting the make up assignments and tests from the instructor. Work assigned prior to the absence is due on the day a student returns. Students absent more than eight (8) times per semester will require a doctor's excuse to receive an excused absence for illness.

At no time is the time allowed to make the work up to exceed a period greater than twice the period of the absence.

## **Planned Absence**

A student who knows in advance that he/she will be absent must make arrangements with the Principal prior to the absence. Planned absences could include family trips or medical or dental appointments that cannot be scheduled on out-of-school time. A student or parent who fails to arrange for a planned absence must expect the absence to be classified as unexcused. When a student has a planned absence, he/she must get assignments ahead of time and have them completed when the student returns to school. Lab exercises missed during this absence must be made up. Days missed may still impact a student's grade due to attendance even though it is pre-approved and is excused. Planned absences during final exams will require all exams to be completed prior to the absence. Students should not plan on using more than 5 days of excused planned absences during the year.

College Days taken by a student are limited to 2 per year and must be pre-arranged 3 attendance days prior to being taken. Days will be marked as Unexcused until the student presents the attendance office with proof of attendance at the college being visited.

## **Unexcused Absence**

This is an absence that would include truancy, missed ride or bus, car trouble, oversleeping, family errands, had to work, and unapproved school activity. In such cases the instructor has no responsibility for assisting the student in making up the work missed and the student receives no credit. However, it is to the student's advantage to cover the subject matter missed. Students absent for such reasons as court appearances, parenting classes, court assigned counseling, probation visits and court supervision will be considered unexcused.

## **Home School Approved Absences**

Excused absences for home school activities will be allowed only in cases where the activity at the home school necessitating the absence is of significant educational value to warrant the deviation

from the Center calendar. A significant educational activity will include: homecoming activities, class or field trips, awards, awards assemblies, or educational assemblies. Students will be excused if the bus is not provided by the home school to the Center. Such absences for the entire home-school Center enrollment or for individuals will be permitted so that students may make up missed work.

### **Unexcused Tardy**

Unexcused tardy shall refer to that condition which exists when the student is not in his/her assigned place when the tardy bell rings and does not have an acceptable excuse for being tardy. When the student arrives tardy to school, he/she should check in the Student Services Office for a late pass to class. A call does not necessarily mean the tardiness will be excused. Examples of reasons for unexcused tardies shall include, but not be limited to:

1. Missed bus or ride
2. Car trouble
3. Oversleeping
4. Had to work
5. Train or traffic
6. Ride late
7. Family errands

If a student is late to class, a tardy will be recorded by Student Services. Students will receive a 30 minute in-school suspension after the third tardy and a 60 minute in-school suspension after the sixth tardy to class in one semester. If a student accumulates a ninth tardy to class in one semester, the student will serve a full in-school suspension. For every three tardies after that, during the same semester, the student will receive a 1-5 day suspension from school.

The accumulation of three unexcused tardies per quarter will count as one (1) day absent.

### **Emergency Situations**

Excused absences will also be allowed for emergency situations, such as bus breakdowns, hazardous weather, or school dismissals for bereavement reasons. Such absences will be excused under the following conditions.

1. The home school will notify the Center as quickly as possible of the situation.
2. The home school will send a list of excused students, with the students, on the first day they return to Center classes.

### **Make up of Class/Lab Work**

1. Make-up will be allowed for classroom work for excused absences.
2. Since it may not be possible or feasible for the student to makeup lab or clinical experiences, the instructor will determine whether or not to allow such make-up.

### **Clearing an Absence**

1. All District #186 students' parent(s)/legal guardian(s) must call the Center's Student Services Office (**529-5431**) by noon of the day of the absence and report the reason for the absence. If the Student Services Office does not receive a call, the center may attempt to contact the home school to see if they were contacted and then the parent(s)/legal guardian(s) to determine a student's reason for being absent.
2. The Center's Student Services Office will contact the PM session's student's home school if the student is not in attendance. If they are not excused at their home school, an attempt may be made to contact the student's parent(s)/legal guardian(s) by the home school.
3. All Center absences will be reported to the student's home school.
4. All absences must be cleared within two (2) school days. After this the absence will be classified as unexcused. Failure to clear the absence within the allotted amount of time is the responsibility of the student.
5. A student's attendance record shall be entered upon their permanent record.

### **Truancy**

1. A student who is absent from school without valid cause for a school day or any portion of a school day has committed a truancy.
2. The parent(s)/legal guardian(s) of the student shall be contacted and conferred with concerning truanies.
3. A student who is absent without valid cause from school for 10% or more of the previous 180 regular attendance days or 18 days is considered to be a chronic or habitual truant. The student's name will be forwarded to the Regional Superintendent.

### **Leaving School/Class Early**

1. Students are not permitted to leave the school premises during the session for ANY reason without special permission and proper clearance from the Student Services Office.
2. Students who must leave school for various kinds of appointments must have a note from their home school or the Center's Student Services Office must receive a phone call from the parent(s)/legal guardian(s). Students will be dismissed no earlier than 30 minutes before an appointment. EVERY EFFORT SHOULD BE MADE TO SCHEDULE APPOINTMENTS SO AS NOT TO CONFLICT WITH SCHEDULED CLASS HOURS AT THE CENTER.
3. Any student absent from class/lab without appropriate permission will be deemed to have left campus. (No excuses such as "I was in the bathroom", or "I went to another program to look at a friend's project", or "I went to the LRC" will be accepted etc...)Those who choose to leave early without permission will serve an in-school or out-of-school suspension.

### **Class Dismissal for Health Reasons**

In the event it is necessary for a student to miss some phase of class or lab activity while at the Center (i.e., not going to the job site) due to health reasons, the student must present a doctor's statement to the instructor explaining the reason for, and approximate duration of, the inactivity.

The utmost care must be exercised in releasing students from the custody of the school to any person or in sending them home.

Students who report to the Student Services Office for an illness are not allowed to stay there except while waiting for someone to pick them up.

### **ATTENDANCE OFFICER**

The Deputy Director/Principal will serve as attendance officer to review unusual circumstances and to decide upon the application of the policy to situations which may not be specifically covered by the written policy.

### ***NITS AND LICE***

It is the misfortune of some students to experience an infestation of lice or nits during the school year. While this infestation does not pose a serious health risk to the student, afflicted or those around them, it is a considerable nuisance. Students who may experience an infestation during the school year will be asked to utilize an alternative classroom setting for the balance of that day and their parents shall be notified. Standard and accepted treatment is expected to address this problem prior to returning to class. Should the student have repeated infestations a second opinion will be obtained at CACC prior to calling the parents. The student will again be asked to utilize an alternative classroom setting. Students involved in programs which serve individuals in a close contact setting such as Early Childhood Care and Education, Cosmetology, or Health Occupations may have additional state requirements which have increased impact for repeated incidents. It is the intent of CACC to handle this, should it occur, in the least disruptive manner for both the class and the student.

## Grading System

Calculation of grades shall include the following components: Tests, & Quizzes, Participation, and Work Quality. An additional component for Workplace Skills may be added.

Test and Quizzes are made up of the tests and quizzes given while in the classroom and normally will be paper and pencil tests but can include performance or skills testing as well as other methods of evaluation.

Participation is computed based upon a student's attendance and active participation in the class to learn the materials. Normally one could earn between 0 and 10 points per day for his/her participation. The 0 would be earned when absent or present and causing classroom problems. A 2 or 3 could be earned by simply being there but not becoming engaged in the activities or learning process during the class. The students who are there and become involved would earn from 0 to 7 points for their involvement for a total of 10 possible points per day or 50 per week. These points are earned in addition to tests and skills.

Work Quality is based upon the demonstrated work ethic or the student and the quality of work he/she does. Students could conceivably attend class every day and do well in the area of participation but not demonstrate a high level of work quality or skill and score low in this area. Normally a scale of 5 points per day or 25 per week would be utilized in this area.

Workplace Skills are those areas which make an employee a good employee which are hard to document. This could be cooperation, attitude, effort, etc. This would normally utilize 2 or 3 points per day for 10 to 15 points per week for the final score.

All areas will be fully documented by the instructor to allow each student to discuss his/her progress and how to improve.

1. Grades will be given to students each nine weeks based on classroom and laboratory performance, participation, tests, homework, attendance, and appropriate workplace attitude.
2. The following grade scale will be used to determine letter grades:  
A+ = 100-98    A = 97-94    A- = 93-91    B+ = 90-88    B = 87-84    B- = 83-81  
C+ = 80-78    C = 77-74    C- = 71-71    D+ = 70-68    D = 67-64    D- = 63-61  
F = 60-0
3. A student may be required to have a C or better in some program areas before they will be able to take a state licensing test.
4. A semester exam is given in each course. If a student misses the exam and the reason is excused a mutual time will be set for a make-up. An unexcused absence on the exam day will result in a failure of the exam.
5. The semester grade is calculated by averaging 2/5 for each nine weeks and 1/5 for the exam.
6. The continued enrollment status of a student who fails for the semester will be determined by mutual agreement of the Center and the home school. If a student failed the first

semester, it will be recommended to the home school guidance department the student be dropped from the program.

7. Students who have been determined to have been involved in acts of academic dishonesty shall receive the following disciplinary actions.

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Grade of 0  |
| 2 <sup>nd</sup> Offense | Automatic F for the quarter                                       |
| 3 <sup>rd</sup> Offense | Recommendation for removal from the program with a failing grade. |

### **Assignment of Credit**

Each of the participating high schools issues three\* (3) units of high school credit per year for each course successfully completed at the Center or 1½\* per semester. All credits earned help the student fulfill graduation requirements.

\*subject to student's home school

### **Progress Reports**

At the mid-term of each quarter, the teachers will issue "Student Progress Reports". The reports indicate the progress of the student to date. Progress reports with below average performance will be mailed to the student's home address. Parents of students who receive a below average report are urged to consult with the instructor so that academic problems can be addressed before they result in a low or failing grade.

### **Parent/Teacher Conferences**

The staff welcomes the opportunity to meet with parents or guardians to discuss the progress of their child. A time will be set aside for conferences each year. A post card will be sent to the student's home address announcing the dates of when parent-teacher conferences will be held along with further instructions.

### **Learning Resource Center (LRC)**

The Learning Resource Center is located on the upper level of the Center. Students are encouraged to engage in a variety of services offered in the LRC to all learners. LRC assistants and a Student Support Specialist are on staff to assist students and coordinate services. Students having special needs may be provided support and services to enable them to be successful in their career programs.

Learning Resource Center - assist with:

- Making Career Decisions
- Preparing a Resume
- Career Portfolio Development
- Interviewing Skills
- Career Interest Inventories
- Internet Resume and Job Searches
- Study Skills Techniques
- Employability Skills
- Tutoring

- Note taking
- Test-taking
- Program Area Material

Learning Resource Center provides:

- Computer Lab with Internet access
- Computerized programs for accelerated skill development in keyboarding, math, grammar, spelling, and reading
- Desktop Publishing Capabilities (scanner, digital camera, CD-RW, Zip Drive)
- Enrichment opportunities for skill development
- Individual instructional materials
- Assessment in math and reading skills, using Standardized Achievement Tests
- Technical math, English, and reading support
- Library of Resources and References

### **Work Based Learning**

The Center encourages all students to have at least one work based learning experience. This could include job shadowing (not to exceed two weeks), clinical experience, corporate campus, or cooperative vocational education training experience.

Students who participate in work based learning experiences must comply with the performance and conduct rules and requirements of the participating employer including drug and alcohol testing. A student who refuses or fails an employer's drug or alcohol test may be excluded from participation in the work based learning experience by the employer. Students who fail to complete work based learning experiences due to violation of employer's work place rules including failure or refusal to take drug and alcohol tests shall be denied credit for the work based learning experience.

Students who are found to be in possession of drugs or alcohol or who are observed to be under the influence of drugs or alcohol while participating in work based learning experiences shall be subject to suspension or expulsion in accordance with the policies of the Center governing student conduct.

## **STUDENT AWARDS AND RECOGNITION**

### Task Completion Certificate/Certificates

Each student who is a senior or completes the two year program and has "mastered" a task or number of tasks may receive a "Task Completion Certificate" which identifies the specific tasks mastered for the program will be granted by the appropriate departments. Some programs will award Certificates issued by various associations or government agencies in place of task lists.

### National Technical Honor Society

The Capital Area Career Center chapter of the National Technical Honor Society was established to recognize those students who demonstrate a spirit of personal excellence, honesty, leadership, teamwork, and responsibility. Students must meet the following established guidelines in order to be eligible for the NTHS membership: GPA for CACC program 3.25 or higher, one or more faculty/staff recommendations, a personal commitment to excellence, and student completion of admission form requirements. Junior inductees will receive a certificate and Senior inductees will receive a certificate, diploma seal, and tassel. All Junior inductees must meet eligibility requirements to remain an NTHS member for their senior year.

### Student of the Month

Each month a number of students are nominated for recognition as having above average qualities in such areas as academic performance, attendance, attitude, and initiative. These students receive publicity in their home town newspaper and are given a Certificate and a pin of Recognition for being named a Student of the Month. Students will be nominated for the months of September through April. The Student of the Month nominee list is approved as Student of the Month Award Winners by the Principal and a committee of five staff members during the first week in May. Nominees failing to maintain the standards expected by winners of this award may be removed from the list by a majority vote of the committee.

### Student of the Year

Each year a senior, who has completed two years of a program and has been a student of the month nominee, is selected for recognition as the outstanding student at the Center. The selection is based on grade average, attendance, instructor recommendation, and personal interview. The individual selected as Student of the Year receive an individual plaque and the student's name is entered on the permanent plaque which hangs in the reception area at the Center. The center selects an award winner for both the morning and afternoon sessions.

### Perfect Attendance Award

Each student who has been enrolled at the Center for the entire school year and has had no absences, tardies, in-school suspensions, nor has left school early for the school year will receive a "Perfect Attendance Award". (Approved school absences will not be counted.)

### Certification Fee Award

Most programs at CACC result in the opportunity for students to achieve a certification. To assist in this, the Center will award \$20.00 towards a certifications fee for students who:

1. Have fewer than 8 absences
2. Have at least a C average
3. Have received a tear's recommendation to take the certification test
4. Have no discipline referrals

This award will only be made for one certification test per year.

## **STUDENT ACTIVITIES/ORGANIZATIONS**

The Student Advisory Committee is a service and student government organization which represents the student body at the Center. The Center has established Chapters of FCCLA, FHA, HOSA, SKILLS USA; Membership in these organizations is optional, but encouraged. The Center encourages students to participate in state and national youth organizations established to represent occupationally and vocationally oriented youth.

## **COMPUTER/INTERNET USE POLICY**

Student access to computers at the Center is provided to enhance the curriculum-related educational experiences of its students and its use is limited to such purposes. Students using computer resources for purposes unrelated to course activity or otherwise shall be subject to discipline as set forth in the Computer Resources Discipline Policy and the general Center Discipline Policy.

The computer resources of the Center and all data stored or used thereon. Diskettes and other data storage devices, as well as the data used on them, on Center computers are subject to inspection at anytime to assure compliance with this policy and to protect the computer resources from harm. In order to maintain the Center's computer resources for use by all students without interruption, students may not upload, download or copy data, install or store data programs or software to a hard drive; alter any system settings or the contents of any web page without prior approval from an instructor. In order to avoid expenses to the Center, students shall not order subscriptions, make purchases, or incur charges of any kind on or through Center computers without prior approval from an instructor.

STUDENTS AND/OR THEIR PARENTS ARE RESPONSIBLE FOR ALL EXPENSES INCURRED IN THE REPAIR AND/OR REPLACEMENT OF ANY COMPUTER HARDWARE OR SOFTWARE REQUIRED AS THE RESULT OF EITHER INTENTIONAL OR NON-INTENTIONAL DAMAGE BY ANY STUDENT TO SAID EQUIPMENT.

## **Acceptable Use Policy Capital Area Career Center**

### **Purpose**

The CACC supports the use of the Internet and other computer networks in the center's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

The use of network facilities shall be consistent with the approved curriculum as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Authority**

The electronic information available to students and staff does not imply endorsement of the content by CACC, nor does the center guarantee the accuracy of information received on the Internet. The CACC shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The CACC shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The CACC reserves the right to log network use and to monitor fileserver space utilization by center users. The Board establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

### **Responsibility**

The CACC shall make every effort to ensure that this educational resource is used responsibly by students and staff. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify

information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the right of every other user in the center and on the Internet.

The building administrators shall have the authority to determine what inappropriate use is, and his/her decision is final.

### **Guidelines**

Network accounts will be used only by the authorized owner of the account for its authorized purpose. Network users shall respect the privacy of other users on the system.

### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with CACC policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect passwords could result in unauthorized access to personal or center files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
1. Users are not to use a computer that has been logged in another student's or teacher's name.
2. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **Safety**

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

## **Consequences For Inappropriate Use**

The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

## **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

## **Limitation of Liability**

The CACC makes no guarantee that the functions or the services provided by or through the Center system will be error-free or without defect. The CACC will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The CACC is not responsible for the accuracy or quality of the information obtained through or stored on the system. The CACC will not be responsible for financial obligations arising through the unauthorized use of the system. Parents can be held financially responsible for any harm to the system as a result of intentional misuse by their students.

## **Publication of Student Work and/or pictures**

In furtherance of the CACC's stated goal, the CACC website has been developed. Through this site increased communication between students, parents, teachers and other entities will be achieved. From time to time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Due credit will be given to the author of published work(s). Photographs of students will not carry identifiable information such as the student's full name or other personal information.

## **COMPUTER RESOURCES DISCIPLINE POLICY**

Computer resources at the Capital Area Career Center are a limited special resource which requires that extra care be taken to protect the integrity of the system so that it remains available for use by authorized students. For that reason, in addition to the general Center Discipline Policy, the following disciplinary actions may be applied for violations of the Center Internet Use Policy or the Center Computer Use Policy:

1. Verbal Warning and/or First Offense: Students will lose access to computers with on-line services for up to five (5) days - parents notified.
2. Second Offense: Loss of lab privileges for five (5) days and student will lose access to computers with on-line services for ten (10) days - parents notified.
3. Third Offense: Loss of lab privileges for five (5) days and student will lose access to computers with on-line services for fifteen (15) days - parents notified.
4. Fourth Offense: In-school suspension for three (3) days and student will lose access to computers with on-line services for twenty (20) days - parents notified.
5. Fifth Offense: Out-of-school suspension for three (3) days and student will lose access to computers with on-line services for the remainder of the school year - parents notified.
6. Depending upon the severity of the rules violations, Center administration reserves the right to bypass steps in this process as deemed necessary and appropriate.

In the event of repeated violations or misuse in direct disobedience of Center staff, disciplinary actions may include suspension or expulsion from Center programs in accordance with Center policy.

## **STUDENT SEARCHES**

The Capital Area Career Center in accordance with Illinois law and the United States Supreme Court decisions addressing searches of students and student property may from time to time initiate searches of students, their possessions, student lockers, student vehicles, and other areas on the CACC Campus. These searches may be conducted with or without parental notification or consent as the law allows. The CACC staff may also from time to time utilize the use of metal detectors, search dogs, and other means of assistance deemed necessary to assist in the conducting of said searches.

Parental notification will be made when required by state and federal law.

## **POSSESSION OF WEAPONS**

No student while on school property or while in attendance at any school function or activity shall possess any firearm, explosive device, or any device which may be used to propel a projectile as a weapon. Weapons and/or look-alike weapons shall be disciplined as being an actual weapon. Students who violate this policy shall be subject to expulsion by the Executive Council for a period not to exceed the remainder of the school year subject to the recommendation of the Director.

## **HARASSMENT POLICY**

The Capital Area Career Center believes that a school environment where harassment is tolerated fosters disrespect, interferes with a student's opportunity to learn, and creates an intimidating, hostile learning environment. Accordingly, the Center will not tolerate harassment of students by other students, by employees of the Center, or by other adults at the Center.

Harassment as defined in the Illinois Human Rights Act means:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

## **BULLYING**

Bullying is any act, either physical or non-physical, by either an individual or a group towards any other individual or group in such a manner as to cause that person or group to feel threatened, intimidated, or caused fear of being harmed, or further harassed. All such actions by an individual or group are fully rejected as acceptable and will not be tolerated at CACC. It is the responsibility of the CACC Staff to address any such actions by stopping it and reporting it to the Principal. It is also the responsibility of any person who is the target of such actions to report them to either a teacher or the Principal.

A student who feels he/she is being harassed is encouraged to bring the complaint to the attention of the Principal. If the Principal is allegedly involved in the harassment, the complaint should be taken to the Director.

Such report shall be made in writing detailing the specifics of the charge.

The Principal will investigate the report and determine a resolution of the case including any necessary and/or appropriate disciplinary action.

If the student is dissatisfied with the decision of the Principal, the matter may be appealed in writing to the Director. If the student is dissatisfied with the decision of the Director, the matter may be appealed in writing to the Center's Executive Council.

The harassment of one student by another student shall be considered a violation of the Student Disciplinary Code, Level I, Level II, Level III, and Level IV as approved by the Executive Council and the Board of Control and subject to the appropriate disciplinary actions as stated for these offenses.

When there is evidence of violation of this policy or violations of the Title VII or Title IX by an employee of the Center as they apply to sex discrimination, the Administration and/or Executive Council shall take appropriate action including termination, suspension, warning and/or such other disciplinary action as may be warranted.

Harassment may be between: Student to Student  
Staff to Student  
Student to Staff

Students who feel they have been harassed or bullied must follow the following procedures.

1. File report with the instructor. 2. File report with the Principal should the actions continue. 3. Offender will be warned following an investigation and the discipline reviewed. 4. Should the harassment or bullying continue an additional report should be filed and the student will receive the prescribed discipline.

### **Public Displays of Affection**

While CACC fully understands that the school environment is a place in which students are becoming young adults, CACC also recognizes our part in teaching our students appropriate ways to conduct themselves in public and on the work site. While hand-holding and such displays of affection are acceptable, extremes are considered unacceptable both at CACC and in the workplace. This is especially true for public displays of affection involving physical contact through

kissing; extended, frontal hugs; sitting on laps; etc. Such actions will result in disciplinary actions listed on the Student Discipline Referral as General Misconduct. Repeated offenses will result in an escalated disciplinary response.

### **DRESS REQUIREMENTS**

Appropriate attire for employment in each program area is expected, while in that class. Various programs at the Center require that the student purchase necessary wearing apparel or equipment. This apparel or equipment is necessary from a safety standpoint or from requirements dictated by local or state agencies. Students in programs that go to a job site or medical facility must be properly attired or equipped.

The following items are prohibited:

1. Spiked apparel, spiked accessories, animal collars, or chains that can be used as weapons.
2. Head coverings of any kind. Examples include hats, caps, bandannas, sweat bands, etc.
3. Wearing sunglasses in the building.
4. Oversized, extremely baggy clothing or improperly fitted clothing, including pants, skirts, or shorts that "sag" at the waist. The top of the waistband on the garment will not be allowed more than a hand width below the point of the hipbone when standing and should not expose bare skin or undergarments.
5. Clothing made of see-through or fishnet fabric. If worn this must be covered with another garment.
6. Clothing that exposes the chest, abdomen, genital area or buttocks, undergarments or the legs above mid-thigh. Examples include revealing tops or blouses, spaghetti straps, tube tops, tank tops, halter tops, sleeveless T-shirts or undershirts, bare midriffs, off-the shoulder garments, or spandex apparel. Straps on shirts or blouses are not to be less than the individual's palm width. Additionally, the area exposed between the neck and the top of the garment shall not be greater than the width of individual's palm. The length of shorts or skirts is not to be shorter than the tips of the fingers when standing upright. Tops worn by the students should be of appropriate length so that when they sit or stand with their arms raised that none of the midriff area is exposed. The tops should be such that the visible skin between the neck and the seam on the neck of the garment does not expose excessive skin or reveal cleavage.
7. Clothing with holes, ragged hems or cut-off hem lines.
8. Clothing that promotes or pictures illegal activities, violent behavior, sexual subjects, obscene language, or gang symbols or activities.
9. Clothing and accessories that display lewd, vulgar, plainly offensive language or symbols, or that promote the use of alcohol, illegal drugs or tobacco products.
10. Tattoos that by their content violate any of the provisions listed above must be covered at all times while students are on school property and/or in attendance at school-sponsored events.

Appropriate shoes must be worn at all times for health and safety purposes. Shoes which do not properly protect, cover or shield the foot from injury may be considered unsafe and prohibited. State law specifies that safety glasses must be worn in shops and labs when working with machinery and/or chemicals.

### **SAFETY VIOLATIONS**

Offenses resulting in a safety concern for the student involved or other students shall be immediately reported to the Student Services Office by the instructor.

- First Violation: Level I – Receives written referral and a letter to the parent and the home school and remains in Alternative Classroom for the balance of the day.
- Second Offense: Level II – Repeat of First Violation
- Third Offense: Level III – Repeat of above plus 2 Day OSS.
- Fourth Offense: Repeat of the first plus a 5 Day OSS and a parent conference. Performance Contract required for the return to CACC.

### **GENERAL DRESS CODE VIOLATIONS**

Offenses of the Dress Code which do not directly result in a safety issue shall be addressed in a slightly different manner.

- First Violation: Written up by the instructor and the referral is sent to the office. A letter sent to the parent and the home school.
- Second Offense: Written up and sent to the Office. Alternative clothing required for the balance of the day. A letter sent to the parent and the home school. Documentation put into the student's record.
- Third Offense: Second Offense plan followed with balance of the day in the Alternative Classroom.
- Fourth Offense: Include Third Offense discipline plus a 2 Day OSS and a parent conference with a Performance Contract to follow.

A student whose dress violates the Center's dress requirements, presents a health hazard, or substantially disrupts the educational process will be given an in-school suspension for the remainder of the class session. Continued violation will result in an out-of-school suspension. Violations of the Dress Code may result in the loss of all daily points due to "not being prepared for the job."

### **CELL PHONES**

All cell phones must be turned off and out of sight. Use of cell phones at CACC will result in the items being held in the office until dismissal. Re-occurring incidents will result in parent contact.

## **STUDENT DISCIPLINARY POLICY**

### **Student Code of Conduct/General Guidelines for Discipline**

Capital Area Career Center students are prohibited from engaging in behavior that will endanger - or threaten to endanger - the safety of others, that will damage property, or that will impede the orderly conduct of the school program.

Following are the offenses which are prohibited by the Center Code of Conduct and the disciplinary procedures and actions/options used in dealing with these offenses.

#### **LEVEL I – Acts of Misconduct**

Level I misconduct involves misbehaviors which impede the orderly operation of the class/lab. Such misbehavior can usually be handled by the individual staff member, but sometimes require the intervention of other school support personnel. Level I acts of misconduct include the following:

1. Creating disturbances in the class/lab area.
2. Wasting time in class.
3. Taking food and/or drinks out of the commons area.
4. Lying/cheating/dishonesty.
5. Littering - careless discarding of rubbish/other items.
6. Failure to carry out directions/disobeying.
7. Tardiness.
8. Open display of affection.
9. Disrespect for property.
10. Unauthorized use of the Internet.
11. Sexual harassment - any unwelcome verbal sexual comments or requests for sexual favors.

#### **Disciplinary Response**

##### Disciplinary Procedures

- There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
- If the violation occurs in the class/lab setting, the teacher invokes the classroom management plan as approved by the Center principal.
- Repeated misbehavior may require a parent/teacher contact or conference or a parent/teacher/administrator conference.
- Proper and accurate record of the offense and disciplinary action is maintained by the staff member.

##### Disciplinary Options:

- Consequences as stipulated in the approved classroom management plan
- Verbal reprimand
- Conference with student
- Withdrawal of privileges
- Loss of break privileges
- Behavioral contract
- Time out

Level I Discipline Issues are addressed by the classroom instructor but should be written up and referred to the Principal for future reference should problems persist.

### **LEVEL II – Acts of Misconduct**

Level II misconduct involves misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Those infractions which result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because execution of Level I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. Level II acts of misconduct include such misbehaviors as:

1. Continuation of unmodified Level I act of misconduct.
2. Failure to abide by corrective measures of misconduct.
3. Engaging in “horseplay” or rowdy behavior including, but not limited to pushing, shoving, throwing objects or excessive noise.
4. Verbal abuse - name calling, profanity, obscenity, racial slurs, or other discriminating or derogatory statements or gestures.
5. Attending class without required materials (uniform, tools, safety glasses, etc.).
6. Failure to participate in class/lab activities.
7. Forgery or the use of forged notes, excuses, or parent phone calls.
8. Gambling - participating in games of chance or skill for money or profit and/or possession of unauthorized gambling paraphernalia.
9. Loitering - standing idly about or loafing in classrooms/lab areas or other parts of the school building or school grounds when asked to refrain from this action.
10. Absence from school without the knowledge of a parent or legal guardian; absence from school without valid cause; leaving campus during the school day without permission; leaving the assigned class/lab without permission.
11. Unsafe driving practices on the school premises.
12. Misrepresentation/refusal to identify self.
13. Stealing - limited to inexpensive items i.e. books, pencils, etc. the unauthorized taking of more expensive items would make the infraction a Level IV act of misconduct.
14. Disrespect/insubordination/vulgarity/open or persistent defiance of authority and/or school rules and regulations - included are verbal abuse, recognizable degrading gestures, or other obscene acts.
15. Present in an unauthorized area.
16. Failure to comply with classroom rules and regulations.
17. Improper dress that could disrupt the educational process.
18. Displaying gang membership or affiliation - wearing, possessing, drawing, using, distributing or selling clothing, jewelry, emblem, badge, symbol or sign which evidences membership or affiliation in any gang.
19. Possession of tobacco products or paraphernalia on school property
20. Deliberate violation of safety rules and regulations.
21. Possession or use of pocket pagers, electronic paging devices, and cellular radio telecommunications devices.
22. Indication of drug/alcohol use.
23. Unauthorized use of the Internet.
24. Sexual Harassment - unwelcome physical advances of a sexual nature.

## **Disciplinary Response**

### Disciplinary Procedures:

- The student is referred to the administrator for appropriate disciplinary action, accompanied with a disciplinary referral indicating the misbehavior.
- The administrator meets with the student and/or teacher and affects the most appropriate response.
- A copy of the Disciplinary Referral which indicated actions taken will be given to the staff member making the office referral.
- A proper and accurate record of the offense and disciplinary actions is maintained by the administrator.
- A copy of the Disciplinary Referral will be sent to the home school principal.
- A copy of the Disciplinary Referral will be sent to the parent/guardian.

### Disciplinary Options:

- Conference with student and staff person (if necessary)
- Conference with parents/guardian by phone or in person
- In-school suspension 1-5 days
- Loss of driving/parking permit to the Center
- Financial restitution
- Referral to home school district support services

Level II referrals are addressed by the Principal and will normally result in some form of disciplinary action or a warning of the consequences of any future actions.

### **LEVEL III – Acts of Misconduct**

Level III misconduct involves misbehavior directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. Level III acts of misconduct can usually be handled by the disciplinary mechanism of the Center and include the following:

1. Continuation of unmodified Level II acts of misconduct.
2. Failure to abide by corrective measures for misconduct.
3. Flagrant disrespect/insubordination/vulgarity/open or persistent defiance of authority and/or school rules and regulations - included are verbal abuse, recognizable derogatory gestures, or other obscene acts.
4. Extortion - Use of force or threatening use of force to obtain another person's property or money.
5. Fighting - provoked or unprovoked. All acts of violence, either physical or severe verbal confrontations, will result in a minimum 5 day Out of School Suspension and the probable requirement of a Performance Contract as pre-requisite for returning to CACC.
6. Affray - group fighting and brawling
7. Unlawful assembly - gathering of students which in any way violate community or state statutes.
8. Possession, use, or under the influence, or unauthorized controlled substance i.e. drugs, look alike drugs, inhalants, narcotics, cannabis, or alcoholic beverages and/or possession of drug-related paraphernalia while on school property or attending a school-sponsored or school-related function, unless such substances were obtained directly from, or pursuant to, a valid prescription or order of a medical doctor.
9. Complicity in the possession/use of unauthorized controlled substances as indicated in item #8.
10. Continuous disruptive classroom behavior.
11. Threats and/or intimidation of another student, including gang/group intimidation.
12. Use of tobacco products (smoking or smokeless) or paraphernalia on school property or job sites.
13. Trespassing on school property without permission, or remaining in or on school property after being notified or requested to abstain from entering.
14. Vandalism - defacement or destruction of the school building or fixture including the willful writing, making marks, drawing character, etc. on walls, furniture, and fixtures.
15. Malicious mischief.
16. Unauthorized possession or use of instructional materials.
17. Participation in gang activities - committing acts associated with gang affiliation.
18. Soliciting others for membership in any gang.
19. Flagrant unauthorized use of the Internet.
20. Sexual Harassment.

## **Disciplinary Response**

### Disciplinary Procedures:

- The administrator initiates disciplinary action by investigating the information and conferring with staff, and the student, about the misconduct and subsequent disciplinary actions to be taken.
- A copy of the Disciplinary Referral which indicates actions taken will be given to the staff member making the office referral.
- Parents/guardians will be notified of out-of-school suspensions and receive by certified mail a copy of the suspension letter.
- Home school officials will be notified of out-of-school suspensions and receive a copy of the suspension letter.
- A proper and accurate record of the offenses and disciplinary actions is initiated by the administrator.

### Disciplinary Options:

- Financial restitution (in cases where damage or loss is incurred)
- Out-of-school suspensions (1-10 days)
- Referral to home school district support services

#### **LEVEL IV – Acts of Misconduct**

Level IV misconduct involves actions which are so serious that they always require administrative actions which result in at least temporary removal of the student from the Center. Level IV acts of misconduct may involve the intervention of law enforcement authorities and actions by the Center Executive Council. These acts include:

1. Continuation of unmodified Level III acts of misconduct.
2. The threatening or assaulting of a school employee.
3. Possession for sale or furnishing of unauthorized controlled substances i.e. drugs, look alike drugs, inhalants, narcotics, cannabis or alcoholic beverages while on school property or attending a school-sponsored or school-related function.
4. Bomb threats - the conveyance of threats or false information concerning the placements of bombs.
5. Setting false fire alarms.
6. Setting a fire.
7. Possession or use of fireworks or other explosive materials.
8. Taking the property of another by force or violence.
9. Taking the property of another with or without force, including robbery/larceny.
10. Possession and/or sale of stolen property.
11. Criminal damage to property - acts of misconduct which results in serious damage to or destruction of school property of staff or students.
12. Possession/use of/or transfer of weapons, or other objects used to produce bodily harm (weapons include: bludgeons, black-jacks, sand clubs, sand bags, metal knuckles, throwing stars, any knives, switch blades, razors, stilettos, broken bottles, or other pieces of glass, stun gun, tasers, tear gas, bombs, any object containing a non-lethal noxious liquid gas or substance designed solely for personal defense, air guns, any pistols, revolvers, other firearms, or any other dangerous or deadly weapons, instruments of like character, or anything used as a weapon). Weapons and look-alike weapons all qualify for the same disciplinary action.
13. Assault/sexual assault/battery/intimidation of a student, school employee, or other person.
14. Severe fighting.
15. Gang/group violence - participating in acts of physical violence (fighting, affray, or assault on students or staff) or inciting other students to do so in connection with gang affiliation or group activities.
16. Personally profiteering from projects done in the class/lab.
17. Obtaining or attempting to obtain anything of value while on school property or at a school function by means of deceit, dishonesty or fraud or aiding and abetting another in such an act.
18. Other acts of misconduct which are seriously disruptive and/or which create a safety hazard to students, staff and/or school property.

## **Disciplinary Response**

### Disciplinary Procedures:

- The administrator verifies the offense, confers with the staff member(s) involved and meets with the student.
- The student is immediately removed from the school environment and parents/guardians are notified.
- School officials contact law enforcement officials, if and when appropriate.
- Home school officials are notified.

### Disciplinary Options:

- Out-of-school suspension - 10 days.
- Request made to home school to remove student from the Center program.
- Expulsion of student from the Center program.
- Referral to appropriate law enforcement agencies.

Items 2, 3, 4, 5, 6, 7, 12, 13, 14, 15, and 18 will most likely result in an immediate 10 Day Out of School Suspension with the recommendation of the student being removed from CACC.

## **Capital Area Career Center Disciplinary Actions/Procedures**

### **1. Actions taken prior to Office Referral (Level I Acts of Misconduct)**

Each teacher is to establish a Classroom Management plan to be approved by the Center principal and put into use prior to making an office referral, unless the behavior is of such serious nature that immediate office referral is warranted. Examples of disciplinary actions taken under Level I by teacher as part of their Classroom Management Plan are as follows:

- Verbal reprimands
- Conference with student
- Behavior contract
- Withdrawal of privileges
- Loss of break privileges
- Conference with parents/guardian (by phone or in person)

### **2. Office referrals**

A student should be referred to the office when the seriousness of the offense, the persistence of the behavior, or the disruptive effect makes the continued presence of the student in the classroom detrimental to the educational process. Typically, office referrals would be Levels II, III and IV Acts of Misconduct.

### **3. Intermediate Types of Disciplinary Methods**

Acts of Misconduct in Levels II or III may result in the use of one or more of the following types of disciplinary responses to attempt to correct the offending behavior:

- Conference with parent(s)/guardian(s) and teacher if necessary
- Conference with student and teacher if necessary
- Withdrawal of privileges
- Referral to home school district support services
- In-school suspension
- Temporary removal from class
- Financial restitution
- Out-of-school suspension
- Denial of participation in extra curricular activities
- Loss of driving/parking permit to the Center

### **4. Types of Disciplinary Methods for Serious Acts of Misconduct**

Acts of misconduct which fall under Level IV will result in the following types of disciplinary response:

- a. Out-of-school suspension - The Center Executive Council authorizes suspensions of students who commit Level III and Level IV Acts of Misconduct
  - b. Out-of-school suspension for Level III Acts of Misconduct will range from 1 - 10 days depending on the nature of the misconduct.
- a) Out-of-school suspension for Level IV Acts of Misconduct will be for a period of 10 days.

- b) Generally it is the policy of the participating school districts that students who are suspended from the Center are also suspended from classes at their home school.
- c) Students who are suspended from classes at their home school by the home school may also be suspended from classes at the Center. A student who is suspended from a member or non-member school district and during the course of the suspension transfers to another member or non-member school district will not be admitted to class at the Center until the duration of the suspension has been completed.
- d) The Center principal may request to the home school officials that the student be removed from the Center program for violation of Level IV Acts of Misconduct.
- e) Expulsion - Violations of offenses listed in Level IV Acts of Misconduct are just cause for Center administrative recommendation to the Executive Council for expulsion from the Center.
- f) Expulsion of a student from the Center classes will be taken by the Center Executive Council after its hearing on the facts and upon recommendation of the Center Director. The decision on whether the expulsion shall apply to home school classes rests with the home school.
- g) Expulsion of the student from the home school. The continued Center enrollment status of a student who is expelled from one member or non-member school district and transfers to another member or non-member school district will be determined by the Executive Council.

## **5. Student Rights in Disciplinary Procedures**

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspension or recommendations for expulsion are made in accordance with the following procedures:

### **Purpose of Student Suspensions**

The action of suspending a student from school is intended to acquaint the parents or guardian with the seriousness of the disciplinary problems and to secure their cooperation in solving the problem.

### **Suspension Procedures**

A student must be given the opportunity to present information on his/her own behalf prior to suspension.

If the situation is such that the physical well-being of the student, other individuals or the property of the Center are in jeopardy, then the student may be suspended immediately and given an opportunity to present information on his/her behalf within 24 hours.

Suspension shall be reported immediately to the parent or guardian of the suspended student, the home school Principal, Counselor and the Center teacher. The notice to parents or guardian shall be made by certified letter or by personal delivery. The notice shall give a full statement of

the reasons for the suspension, and inform the parents or guardian of their right to a review, if requested. Such procedures are as follows:

1. All requests for review of the student's suspension shall be made by the parents or guardian within five (5) days after receipt of notice of suspension and shall be made to the Director.
2. The parents or guardian requesting the review shall appear before a hearing officer appointed by the Executive Council to review the student's behavior. Such meeting shall be held within five (5) days after receipt of the request for review.
3. Following the review of the suspension, the hearing officer shall give a written report to the Executive Council, containing a written summary of the evidence.
4. Upon receipt of the written report of the hearing officer, the Executive Council may take such actions with regard to the suspension as it finds appropriate. All reviews and hearings shall be held in executive session for the protection of the student involved.

### **Purpose of Student Expulsions**

The action of expelling a student from the Capital Area Career Center shall be to exclude the student from further participation in the programs of the school due to the student's gross misconduct or disobedience.

### **Expulsion Procedures**

1. Expulsion from participation in the programs of the Capital Area Career Center shall take place only after the student's parents or legal guardians have been requested to appear at a hearing before the Executive Council or before a hearing officer appointed by the Executive Council to discuss the student's behavior. The request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting.
2. Following a hearing on the expulsion, the Hearing Officer shall state in writing the reasons for its decision and, if an expulsion is ordered, its duration shall be stated.
3. If a hearing officer is appointed, following a hearing of the expulsion, the hearing officer shall make a written report to the Executive council containing a written summary of the evidence. Upon receipt of the hearing officer's report, the Executive council shall take such action as it deems appropriate.
4. Expulsion shall be a definite period of time but not more than two (2) calendar years. A student found to have brought a weapon, as defined in this policy, to school shall be expelled for not less than one (1) calendar year unless the Executive Council determines another period may be more appropriate.

## **Recommendations to Home School District**

Disciplinary actions by the Executive Council shall affect participation in the programs of the Capital Area Career Center only. The home school district may take disciplinary action in accordance with the disciplinary procedures of the home school district. In appropriate cases, the Executive Council, or the Director may elect to refer a disciplinary matter to the home school district for disciplinary proceedings.

### **Guidelines for Work Missed During Suspensions**

#### **In-School Suspension**

1. Center in-school suspensions - Students assigned to in-school suspension will be given assignments that must be completed before the student may return to class.
2. Home School in-school suspensions - Students will be marked present at the Center. It is the responsibility of the student to make up any work missed during an in-school suspension.

#### **Out-of-School Suspensions**

Any student who is assigned an out-of-school suspension is encouraged to continue doing all school work during the time of that suspension. This recommendation is made for the purpose of helping students to avoid major gaps in the learning which occurs at school. In addition, keeping up with assignments during a suspension is the best way for a student to ensure his/her ability to successfully complete work assigned upon return to school following the out-of-school suspension. Guidelines governing work missed during an out-of-school suspension are listed below in three major categories.

#### **Daily work, Homework and Quizzes**

- It is the student's responsibility to get assignments, lecture notes, and other materials needed to keep up with work missed during an out-of-school suspension.
- Students should turn in daily work and homework to teachers in a timely manner upon return to school following an out-of-school suspension.
- Students will not receive grades or credits for daily work, homework, or quizzes missed during an out-of-school suspension.

### **Lab and Major Projects and Major Tests**

- Upon the return to school from an out-of-school suspension, the student is responsible for arranging to make up any major assignments (lab work, projects, written projects, major tests) in a timely manner. This work will be made up at a time convenient to the teacher.
- Students who have been suspended out-of-school will not be granted additional preparation time regarding these types of assignments.
- Students will receive grades and credit for work made up in this category of assignments.

### **Semester Exams**

- Students who are suspended during a scheduled semester exam will be permitted, to attend the Center to take the exam.
- The student will take the written portion of the exam in the Student Services Office and then leave the school premises after the exam has been completed.
- Practical semester exams will be made up at a time convenient with the teacher. Whenever the exam is completed, the student will leave the school premises.

