

# Capital Area Career Center

## Handbook

2019-2020

Education That Works!!!

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## **WELCOME**

Welcome to the Capital Area Career Center (CACC)! We believe that the time you spend with us will be a rewarding experience and a wonderful opportunity to expand your education and help prepare you for your future. We hope that while at the Capital Area Career Center you will find an active learning environment and an atmosphere that is conducive to developing skills, creating responsible workers and producing engaged citizens. We challenge you to seize this opportunity and strive in everything you do to achieve excellence!

This handbook is a summary of CACC rules and expectations. It is not a comprehensive statement of school procedures. The administration reserves the right to interpret and assess each individual situation in order to provide the safest learning environment possible. If you have questions regarding any section of this handbook, do not hesitate to contact the administration for clarification. The Board's comprehensive policy manual is available for public inspection through the school's website <http://capital.tec.il.us/> or at the Business Office located at 2201 Toronto Road, Springfield, IL 62712.

Handbooks will not be handed out to each student. A copy may be picked up in the Student Services Office during the hours of 8:00 – 4:00. To make other arrangements to acquire the handbook contact CACC. The handbook may also be viewed on the school website <http://capital.tec.il.us/>.

## **CONTACT INFORMATION**

**The school address: 2201 Toronto Road, Springfield, IL 62712**

**CACC numbers:**

**Phone 217-529-5431**

**Fax: 217-529-7614**

### **Administration:**

**Mrs. Jodi Ferriell**  
Director

**Mr. Wes Aymer**  
Principal

**Ms. Dena Laymon**  
Administrative Assistant (Attendance)

## MISSION STATEMENT

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

## VISION STATEMENT

Education That Works !!!

## OFFICIAL SOCIAL MEDIA SITES

- Website - <http://capital.tec.il.us/>
- Instagram - <https://www.instagram.com/caccspringfield/>
- Facebook - <https://www.facebook.com/CapitalAreaCareerCenter/>
- Twitter - <https://twitter.com/CACCSpringfield>

## CACC IS PROUD TO SERVE

Athens	Auburn	Calvary Academy
Edinburg	Franklin	Glenwood
Lanphier	Lutheran	New Berlin
North Mac	Pawnee	Pleasant Plains
Raymond Lincolnwood	Riverton	Rochester
SHG	Southeast	South Fork
Springfield	Taylorville	Tri-City
Waverly		

## **EXECUTIVE COUNCIL**

CACC Executive Council shall consist of seven voting members, five superintendents or representative from Sangamon County schools and two superintendents or representative from counties other than Sangamon. One of the five Sangamon County members shall be the representative from Springfield District No. 186.

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed directly to the security desk. Each visitor should identify themselves and inform security personnel of the reason for being at CACC.

Each visitor must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and attach the tag to their outer clothing in a clearly visible location. Each visitor is required to proceed directly to their destination in a quiet manner. Each visitor must return to the security desk and sign out before leaving the school.

Each visitor is expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:  
Director: Mrs. Jodi Ferriell or Principal: Mr. Wes Aymer at 217-529-5431

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared



for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **SCHOOL VOLUNTEERS**

All school volunteers must complete the Volunteer Information Form and be approved by the director or principal prior to assisting at the school. Forms are available in Student Services. Some teachers utilize parent volunteers in the classroom. This is an individual decision made by the teacher. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the principal.

Volunteers are required to check in and out at the security desk and receive a visitor badge before going to their destination.

### **EMERGENCY SCHOOL CLOSINGS**

The Capital Area Career Center follows the inclement weather school closing announcement of Springfield Public School District #186. Please tune into the local television channels for closings or early dismissals. Area schools will follow their own individual weather closings or dismissals. Students will not be expected to attend CACC if their home school does not provide transportation.

If bad weather or another emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If CACC is dismissed early for an emergency, all CACC after-school functions are automatically canceled.

### **VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

- CACC does not own or operate any school buses.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the director or principal if they have a disability that will require special assistance or services and if so, identify what services are required. This notification should occur as far in advance of the school-sponsored function, program, or meeting as possible.

## **STUDENTS WITH FOOD ALLERGIES**

State law requires our school to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the director or principal at (217) 529-5431.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed by the home school. CACC will implement all plans to provide the needed supports so that each student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses are eligible under Section 504. CACC may be able to appropriately meet a student's needs through other means.

## **CARE OF STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any change relevant to their emergency contact numbers or to the contact numbers of health care providers.
- c. Sign the Diabetes Care Plan and return to the CACC principal.
- d. Grant consent for and authorize designated CACC representatives to communicate directly with the healthcare provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal or director.

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide is tragic and impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school. The school maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school's policy, is posted on the school website. Information can also be obtained from the school office.

### **ACCOMMODATING BREASTFEEDING STUDENTS**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

- Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
- Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
- The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the School's Complaint Manager or Non-Discrimination Coordinator.

## ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

A primary goal of the Capital Area Career Center is to prepare students for the transition into a career and/or post-secondary education. Excellent attendance is critical for success in the working world. Excused absences are those that are regarded as excused by the home school. Since many classes rely on in-class lab and participation points, absences may count negatively toward the student's final grade. Please refer to the Work Ethics Policy for specific attendance and tardy information regarding grading policies. Some courses also require students to meet attendance guidelines mandated by state laws in order to receive special licensing.

To assure our student's success and readiness for the competitive job market, the Capital Area Career Center has the following procedure for absences and tardies:

- Each day a student is absent or tardy, a parent/guardian must call the Career Center, 529-5431 ext. 120, or the student may bring a note to the Student Service Office on his or her first day back but not later than 3 days of the absence.
- Home school will receive a daily report of absences.
- Home school does not send absence information to CACC.
- Attendance will be reported on progress reports.
- When leaving campus for any reason, the student must sign out at the Student Service Office.
- Unexcused absences or tardies may result in the lowering of the student's work ethics grade.

## STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, and situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Executive Council, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

- All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.
- The school may require documentation explaining the reason for the student's absence.
- The teacher has the right to give an alternative assignment and/or test when a student is absent.
- On days that the home school provides transportation to CACC (**even if the home school is not in session**) students are expected to be at CACC. Students not in attendance at CACC will be considered unexcused.

In the event of any absence, the student's parent/guardian is required to call CACC at 529-5431 between 7:45 and 8:30 a.m. to explain the reason for the absence. If the parent/guardian does not contact CACC, the student will be required to submit a signed note from the parent/guardian, within **3 days** of the absence explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for the absence will be kept confidential.

## TARDINESS

Students are to be in class and seated when the second bell rings. If a student is late to class the teacher or sub will send the student to the office to get an admit slip. Points will be deducted from the Work Ethics grade.

## MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining

assignments from his/her teachers within three days upon returning. **Excused absences do include school-related or mandated suspensions.** In the event of an absence, students and parents/guardians must realize that there are classroom activities which cannot be recreated and therefore an alternative assignment will be given.

### **PRE-ARRANGED ABSENCE**

A pre-arranged absence form **must** be completed (signed by parents/guardians, homeschool teachers and CACC teachers) and returned to the office before the beginning of the pre-arranged absence. College visits and court appearances require a pre-arranged absence form.

### **VACATIONS (Pre-Arranged Form Required)**

We ask that vacations be taken during school holidays and breaks. Parents/guardians who request that their son/daughter be excused from school for a family vacation must make the request in advance by using a pre-arranged absence form. The request must include dates of the absence and a parent/guardian signature. Completed forms must be turned into the Student Services Office prior to the absence. Students are responsible for obtaining and completing assigned work.

- Some student organizations at CACC permit only a limited number of absences, including pre-arranged absences. Guidelines for NTHS, SkillsUSA, Student Board, and FFA can be found in this handbook.

### **LEAVING CLASS OR CAMPUS**

During class time students are not to be in the hallways, except with approval of the instructor. Students are required to sign in and out of the classroom. If a student is outside the classroom without permission, he/she will be subject to discipline by the teacher or administration.

All students, except those scheduled to leave the building for school-related functions, must get permission from the Student Services Office prior to leaving the building. In addition, they must have a note signed by their parent/guardian, home school or teacher stating the date, time and reason for leaving. The parent/guardian must call or a call will be made to the parent/guardian before the student is allowed to leave. Any student who leaves the building for any reason without prior permission will be considered truant from the Capital Area Career Center. Students **MUST** sign out at the Student Services Office.

## RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

The teacher has the right to give an alternate assignment and/or test when a student is absent.

## TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. Students will be removed at the end of the semester from participation at CACC.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Report to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

**Students will be allowed 5 excused absences per semester.** Once a student has exceeded this amount, absences without valid paperwork (medical excuse slips) will no longer be excused. CACC staff realizes there may occasionally be events beyond the student's control. If there are extenuating circumstances, it is the responsibility of the parent/ guardian or student to contact the principal to discuss the situation.

## REPORTING TO PARENTS/GUARDIANS

Parents may check 'TeacherEase', [www.teacherease.com](http://www.teacherease.com), each day to make sure students are in attendance and assignments are completed. Parents who submit their email address

during registration or to the Student Service Office will be sent a welcome letter with secure login information that will allow access. Parents are encouraged to contact individual teachers at any time during the year for additional information on their child's progress or to discuss questions and concerns. Teachers will not be able to receive phone calls between the times of 8:30-10:50 a.m. and 12:30-3:00 p.m. Parents/guardians will be able to leave a voicemail.

Grades will be sent to the student's homeschool at the end of each quarter.

Parent/Teacher conferences will be held at least one time per year. All parents and students are encouraged to participate in parent/teacher conferences.

A monthly calendar and other school-related announcements are posted on the school's website. <http://www.capital.tec.il.us/>

CACC also will utilize School Messenger, Facebook, and Instagram to help keep parents/guardians and students informed of events and happenings at CACC.

### **CACC GRADING POLICY**

School report cards are issued to students by their home school. CACC does not issue report cards to students. For questions that pertain to a CACC program please contact the CACC teacher.

### **CACC GRADING SYSTEM**

A = 100 – 90: The student is more than meeting the demands of the teacher. The work is in on time and is of superior quality.

B = 89 – 80: The student is meeting the demands of the teacher. The work is in on time and above normal quality.

C = 79 – 70: The student is showing normal achievement. The work is in on time and is done satisfactorily.

D = 69 – 60: The student is not doing all the assigned work. Work is below normal but shows some evidence of growth.

F = 59 - and lower: Unsatisfactory, with little or no growth taking place.

Grades at CACC are broken down into three separate categories. The three categories are as follows:

1. Work Ethics = 40 % of total grade
2. Test, Quizzes, Projects Homework, daily assignments = 60% of total grade



## SEMESTER/FINAL GRADES

All programs are required to give a semester exam. All students are required to take those exams on the day(s) designated by the instructor. The exam may include written, hands-on and culminating projects. Exams may be concluded prior to exam schedules at the home schools. Students who are truant on CACC exam day(s) will receive a zero for the exam. If the exam takes multiple days, the part the student was truant for cannot be made up.

Semester grades are calculated by using 40% for each quarter and 20% for the final exam. Any combination of two F grades (e.g. nine-week grade and semester exam, or two nine-week grades) will result in an F for the final semester grade. Any combination of two D grades (e.g. nine-week grade and semester exam or two nine-week grades) will result in a passing grade (D-) for the final semester grade.

## CAPITAL AREA CAREER CENTER WORK ETHICS POLICY

Point values are allocated by using the following recommendations:

0 – **UNSATISFACTORY**: Student did NOT meet expectations and performance was unacceptable.

1 – **NEEDS IMPROVEMENT**: Student is beginning to meet most expectations on some days.

2 – **MEETS EXPECTATIONS**: Student meets the minimum expectations most of the time.

+ – **EXCEEDS EXPECTATIONS**: Student exceeds the minimum expectations all of the time.

Up to two points per day will be awarded for each of the following traits.

## WORK ETHICS TRAITS

- **Attendance**: Does the student attend class regularly, arrive/leave on time, and notify the teacher in advance of planned absences?
- **Character**: Does the student demonstrate positive traits such as honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility indicative of a strong work ethic?

- **Teamwork:** Does the student respect the rights of others, cooperate with others, demonstrate appropriate behaviors and help contribute to the overall success when working in a team environment?
- **Appearance:** Does the student display appropriate dress, grooming, hygiene, Personal Protective Equipment (PPE) and safety gear?
- **Attitude:** Does the student demonstrate a positive attitude, including working to develop self-confidence, working on having realistic expectations, and demonstrating a willingness to learn and improve?
- **Productivity:** Does the student demonstrate skills in prioritizing and managing time, conserve materials, keep his/her work area neat and clean, follow directions and procedures, and participate in class activities?
- **Communication:** Does the student display appropriate nonverbal (eye contact, body language) and verbal (listening, etiquette, grammar) skills?
- **Cooperation:** Does the student display leadership skills, appropriately handle criticism, conflicts, and complaints, demonstrate problem-solving capabilities, maintain appropriate relationships with teacher/supervisors and peers, and follow a chain of command when applicable?
- **Respect:** Does the student deal appropriately with cultural/racial diversity and treat others (peers, teachers, administrators, etc.), school property, and the property of others with respect?
- **Program-specific trait:** (This is a trait that the teacher(s) deem(s) to be important for that program).

**Students that receive a discipline referral will receive a zero in all Work Ethics categories except Attendance.**

**Students who violate the cell phone policy for the first or second time will automatically have a five point deduction from their Daily Work Ethics grade. Three or more violations will result in losing all Daily Work Ethics points except Attendance for that day.**

**Students who repeatedly violate shop/lab safety rules will be deducted extra Work Ethics points and/or be removed from the shop/lab. The deduction will be up to four points per violation.**

Work Ethics points will make up 40% of the student's final grade. Instructors will update these points on a biweekly basis.

- Students **must** be present to earn Work Ethics points.
- In cases of unexcused absences, students will receive a zero for their daily Work Ethics grade.
- In cases of excused absences, students will have the opportunity to earn daily Work Ethics points by completing an alternative assignment. It is the student's responsibility to obtain an alternative assignment from the instructor **within 3 days**. Failure to obtain or complete the alternative assignment will result in a zero. The time allotted to complete and turn in this assignment will begin on the student's first day back from their excused absence and be equivalent to the number of days absent. For example, if a student has an excused absence on Tuesday, returns to class on Wednesday, then the alternative assignment will be due on Thursday.

**Each day a student is absent or tardy, a parent/guardian must call the Career Center, 529-5431 ext. 120, or the student may bring a note to the Student Services on his/her first day back.**

## **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

## **SCHOOL BREAKFAST AND LUNCH PROGRAM**

As a servicing school, CACC does not provide breakfast or lunch to its students.

## **BUS TRANSPORTATION**

CACC does not provide bus transportation to and from the home school. In most cases, this service is provided by the home school. For information about bus transportation contact the student's home school. If a student misses the bus, it is the parent's/guardian's responsibility to get the student transported to the correct location.

CACC does provide transportation for students participating in clinicals. Students participating in clinicals or any off-campus training experience are required to ride the bus, if provided.

The school bus is considered an extension of the classroom and student behavior on the bus is expected to be the same as in the classroom.

If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

➤ CACC does not own or operate any school buses.

## **PARKING**

Students are encouraged to ride the bus provided by their home school to and from the Capital Area Career Center. Allowing students to drive their own vehicle to the Capital Area Career Center will be left to the discretion of each home school administration with approval of the CACC principal. Students wanting to drive to CACC will need a valid reason. If students do get permission to drive their vehicle, there is a \$35 permit fee. Failure to purchase a permit may result in the vehicle being towed at the owner's expense. The permit (mirror tag or sticker) must be displayed in the correct location while the vehicle is parked at CACC.

Students needing to drive for a medical or school activity may do so as long as they have a medical or school activity permit filled out and signed by all correct personnel. Medical and school activity passes need to be turned into the Security Officer or to the Student Service Office at least two school days before the appointment or activity. There is no charge for a medical or school activity permit. Students may be asked to show proof of a medical appointment or school activity.

Students must park their vehicles in the designated spaces at CACC (located at 2201 Toronto Rd.) and may do so only between the hours of 8:00 a.m. 4:00 p.m. Exceptions may be made if they are attending a CACC sponsored event. These spaces are on the south-east end of the parking lot. Vehicles must be parked between the painted lines and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or in parking spaces designated for other use may be ticketed or towed (at the owner expense). Parking privileges may be revoked at the discretion of the school administration. Students caught driving recklessly in the parking lot are subject to disciplinary action. [Parking permit will be suspended or revoked.] Ticketed vehicles will be subject to a \$10 fine for each offense.

Once a vehicle is parked, students must enter the building. Students may not stay in their vehicles or loiter in the parking lot. Students caught staying in their vehicles or loitering in the parking lot may have their parking privileges revoked at the discretion of the school administration.

Some spaces are designated by the administration for school staff, personnel, and others. These spaces are located in the south-west end of the parking lot. These spaces MAY NOT be used by students at any time. Student vehicles parked in these spaces may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked by signage and paint. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of an investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking permit and/or privileges.

➤ Vehicles will be towed at the expense of the owner.

## **IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS**

### **Required Health Examinations and Immunizations**

Students who are attending Capital Area Career Center must follow all state and home school policies regarding immunizations, health, eye, and dental examinations. Students who are excluded from home school for medical reasons will also be excluded from CACC.

## **STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a School Medication Authorization Form.

No school employee is allowed to administer to any student or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in the following procedure.

### **SELF-ADMINISTRATION OF MEDICATION**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Provided a Diabetes Care Plan is on file with the school.

### **GUIDANCE & COUNSELING**

All guidance and counseling programs will be provided by the home school. CACC does not provide counseling or guidance services. CACC will make every effort to contact the home school if a situation arises in which the teacher or administration deems that services may be necessary.

### **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the director or principal. Students are required to be silent and shall comply with the directives of school staff during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill and a minimum of one (1) law enforcement drill. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## COMMUNICABLE DISEASES

- The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.
- Parents are required to notify the school principal if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification to the parent/ guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent/ guardian brings to school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
- **The letter will need to be sent to both the home school and CACC.**

## HEAD LICE

- The school will observe the following procedures regarding head lice.
- Parents are required to notify the school principal if they suspect their child has head lice.
- Infested students will be sent home following notification to the parent or guardian.
- The school will provide written instructions to parent/ guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent/ guardian brings the student to school to be checked by the principal and only after the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.
- If checked by the home school, a letter from the school will need to be brought to CACC.

## GENERAL BUILDING CONDUCT

Students shall not arrive at school before 8:15 a.m. Classes for the morning session begin at 8:40 a.m. and students are dismissed at 10:40 a.m. each day. Classes for afternoon session begin at 12:40 p.m. and students are dismissed at 2:50 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas may not be worn in the main area of the building. Any hat brought to school must be removed before entering CACC.

- Students may not run, talk loudly or yell in the hallways, or push, shove or hit others.
- Students may not write on walls or desks nor deface or destroy school property.
- Skateboards are not permitted on school grounds.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players or cameras are permitted without permission from the principal.

## **SCHOOL DRESS CODE / STUDENT APPEARANCE**

All students should follow the dress code of the homeschool. Students in a CACC program that requires a uniform or special dress needs to follow the program dress code. This policy applies to but is not limited to the following:

1. EMS
2. CNA
3. Culinary Arts
4. Early Childhood

Some other programs will require certain dress only in a shop or lab. Students should check with their teacher for the program dress code. Students that do not follow the dress code may lose Work Ethics points and/or be unable to participate in certain activities.

## **DRESS GUIDELINES FOR CACC**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop or laboratory.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.



- If there is any doubt about dress and appearance, the building principal or director will make the final decision.
- Any student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of other students, staff, renters or visitors may be subject to discipline.

## **PROHIBITED STUDENT CONDUCT**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, smartwatch, smartglasses, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s Individualized Education Program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, fighting, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, (a) calling emergency responders (calling 9-1-1); (b) signaling or setting off alarms or signals indicating the presence of an emergency; (c) or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited

to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff members; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel (a) if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and (b) the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties, employment status, or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person, (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile, (c) in a school’s student locker, desk, or other school property, (d) at any location on school property or at a school-sponsored event, or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports, shall be made to deter students while at school or a school-related event from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

➤ Refer to Student Medication on **Page 20-21** for students that need to take prescription drugs during school hours.

### **WHEN AND WHERE CONDUCT RULES APPLY**

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time; (a) off school grounds at a school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school; (b) traveling to or from school or a school activity, function, or event; or (c) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (i) be a threat

or an attempted intimidation of a staff member, or (ii) endanger the health or safety of students, staff, or school property.

## **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practical, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notification of parents/guardians
- Disciplinary conference
- Withholding of privileges
- Temporary removal from the classroom
- Return of property or restitution for lost, stolen or damaged property
- In-school suspension
- Community service
- Seizure of contraband
- Confiscation and temporary retention of the personal property that was used to violate school rules
- Suspension of bus riding privileges
- Suspension from Capital Area Career Center and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
- Transfer back to home school.
- Notification of juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances, 'look-alikes', alcohol, weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or removing a student because of behavioral interventions, other than a suspension or removal, will not be

appropriate and available. The only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or removal.

### **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or the intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **WEAPONS PROHIBITION**

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 196. Including 'look alikes' of any firearm as defined above. The expulsion period may be modified by the director, and the director's determination may be modified by the Executive Council on a case-by-case basis.

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement may be modified by the Director, and the Director's determination may be modified by the Executive Council on a case-by-case basis.

### **BOMB THREAT/THREAT AGAINST SCHOOL**

Capital Area Career Center will take seriously all bomb threats or any threats that may cause harm to students or staff. The Executive Council will prosecute to the fullest extent of the law any student who makes such threats. All malicious efforts that disrupt the school day may result in an extension of the day school or make-up time for all students.

## **GANG & GANG ACTIVITY PROHIBITED**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or wherever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay for protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

The principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored educational program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school;

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, intimidation, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or to any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:**

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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or knowingly providing false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### **SEXUAL HARASSMENT PROHIBITED**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct of a sexual or sex-based nature, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making a submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **TEEN DATING VIOLENCE PROHIBITED**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in a dating relationship; or uses or who threatens to use sexual violence in a dating relationship.

## MAKING A COMPLAINT

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to a Nondiscrimination Coordinator, principal or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate or as required by law. Students who make good faith complaints will not be disciplined. Any person knowingly making a false accusation regarding prohibited conduct will likewise be subject to discipline

### **Nondiscrimination Coordinator:**

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### **Complaint Manager:**

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## Commons Area Expectations

- Students must be in class by the second bell.
- Snack Bar staff will not give out change.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Vending machines are provided for student convenience. Students must not misuse, abuse, attempt to dismantle or cheat the machine.
- Students must wait in line to use the machines.
- Students shall not save places in line, cut in line, or otherwise, cheat or intimidate their way into line for food service.
- Students shall not leave the Commons Area until directed by staff.
- Students shall follow the instructions of all staff members and show proper respect.
- Students shall immediately become silent when staff or presenters make announcements in the Commons Area.
- Students shall report spills and broken containers to Snack Bar staff immediately.
- Students need to make sure all chairs are in their correct place when leaving the snack bar area.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

## **FIELD TRIPS/CLINICAL TRIPS**

Field/Clinical trips are a privilege for students. Students must abide by all school policies during transportation and during field/clinical trip activities. Students will also treat all field/clinical trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field/clinical trip may subject the student to discipline.

All students who wish to attend a field/clinical trip must receive written permission from a parent/guardian. Students are also required to get written permission from their home school administration. Students may be prohibited from attending field/clinical trips for any of the following reasons:

- Failure to receive appropriate written permission from parent/guardian or teacher;
- Failure to receive appropriate written permission from home school;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Failure to meet requirements set by the student's program;
- Other reasons as determined by CACC or the home school;

## **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on a student's social networking account or website that violates school rules or policy. In the course of an investigation, a student may be required to share access to any reported content in order to allow school officials to make a factual determination.

## **STUDENT USE OF ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes but is not limited to, the following: cell phone, smartphone, smart glasses, smartwatch, earbuds, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the principal.

During instructional time, which includes class periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is otherwise granted by an administrator,

teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Students may also use electronic devices during student's snack bar time or in the Commons Area with the teacher or administrator permission.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this policy are subject to the following consequences:

- **First Violation** - The device will be confiscated by school personnel. The electronic device (including SIM card) will be turned over to the teacher or administration and stored in a secure place. The electronic device will be returned at the end of the morning or afternoon class.
- **Second Violation** - The device will be confiscated by school personnel. The electronic device (including SIM card) will be turned over to administration. The administrator will store the device in a secure place and call the parent/guardian. The electronic device will be returned at the end of the morning or afternoon class.
- **Third Violation** - The device will be confiscated by school personnel. The electronic device (including SIM card) will be turned over to administration. The administrator will store the device in a secure place and call the parent/guardian. The parent/guardian will be required to pick up the electronic device at the end of the school day. The electronic device will subsequently be turned over to the teacher or administrator at the beginning of class for the next five school days that the student attends.
- **Fourth and Subsequent Violations** - The device will be confiscated by school personnel. The electronic device (including SIM card) will be turned over to the administration. The administrator will store the device in a secure place and call the parent/guardian. The parent/guardian will be required to pick up the electronic device at the end of the school day. The electronic device will subsequently be turned over to the

- teacher or administrator at the beginning of class for the next ten school days that the student attends.
- Further violations will result in longer forfeiture of the electronic device, up to the rest of the school year.
- Hours for electronic device pick up are from 8:00 a.m. – 4:00 p.m

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **SHOP/LAB**

Electronic devices that are used in a shop or lab without the permission of the instructor will be confiscated and given to administration. The administrator will store the device in a secure place and call the parent /guardian. The parent/guardian will be required to pick up the electronic device at the end of the day. The electronic device will be turned over to the teacher or administrator for the next five school days that the student attends.

### **INTERNET ACCEPTABLE USE**

All electronic network use must be consistent with the school's goal of promoting educational excellence, facilitating resource sharing and encouraging, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or approve research and be consistent with the school's educational objectives, or (b) for legitimate school business use.

**Privileges** - The use of the electronic network is a privilege, not a right and inappropriate use will result in the cancellation of those privileges. The System Administrator, director or principal will make all decisions regarding whether a user has violated school policy and may deny, revoke, or suspend digital access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of **unacceptable** uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted, licensed or scanned for viruses/malware;
- c. Downloading of copyrighted material for non-educational use;
- d. Using the network for private financial or commercial gain;
- e. Wasting network resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, or use of information about anyone that is of a personal nature including photographs, videos or audio recordings;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that could disrupt its use by others.
- f. Consider all communications and information accessible via the network to be private/personal property.

**No Warranties** - CACC makes no warranties of any kind, whether expressed or implied, for the electronic service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through the network's services.

**Indemnification** - The user agrees to indemnify the school for any losses, costs or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these policies or procedures.

**Security** - Network security is a high priority. If the user identifies a security problem on the Internet, the user must notify the system administrator or principal without discussing or demonstrating the problem to other users. Students are expected to keep accounts and passwords confidential. They may not use another individual's account without written permission from that individual. Attempts to log-on to any CACC computer as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network which may adversely affect the student's ability to complete assignments or tasks for the class.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network devices or infrastructure, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses or malware.

**Telephone Charges** - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and school policy prohibit the re-publishing of protected text or graphics found on the internet, on CACC websites or on file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide the teacher or administration with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** - The school's email system, and its constituent software, hardware, and data files are owned and controlled by CACC. CACC provides email to aid students as an education tool.

- a. CACC reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the CACC's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being associated with CACC. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of CACC. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown or unexpected sender via the Internet should either be immediately deleted or forwarded to the system administrator.
- e. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file is expected.
- f. Use of CACC's email system constitutes consent to these regulations.

### **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify, in writing, the principal of the intent to distribute at least 24 hours before distributing the material. No prior approval of the material is required.
2. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.
3. The material may be distributed at times and locations selected by the principal, such as before the beginning or ending of classes at a central location inside the building.
4. The principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
5. Distribution must be done in an orderly, peaceful manner, and may not be coercive.
6. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
7. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by Executive Council policy and CACC Handbook;



- d. Is reasonably viewed as promoting illegal drug use;
8. A student may use the CACC's Uniform Grievance Procedure to resolve a complaint.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with above points 5, 6, 7 and 8. The times and places need to be discussed and decided with the help of the principal.

## **SEARCH AND SEIZURE**

In order to maintain safety and security in schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. 'School authorities' includes school resource police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The director or principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property as well as equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the school rules and policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age, sex and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website account that violates the school's disciplinary rules or school's policy. In the course of the investigation, the student may be required to share any reported content in order for the school to make a factual determination.

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of Capital Area Career Center to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are provided with the appropriate educational services. The student's homeschool will provide CACC with the correct documentation to make sure all accommodations are carried out and meet the student's needs.

All 504 and IEP plans will be developed by the student's home school.

## **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

The school shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be removed if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **EVALUATION OR OBSERVATION**

The parent/guardian of a student receiving special education services or being evaluated for eligibility is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the principal.

## **SURVEYS BY THIRD PARTIES**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation upon request and within a reasonable time of the request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents/guardians who object to the disclosure of information concerning their child to a third party must do so in writing to the principal.

## **SURVEYS REQUESTING PERSONAL INFORMATION**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized as privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon request and within a reasonable time of their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian has exercised this option.

## **INSTRUCTIONAL MATERIAL**

A student's parent/guardian may inspect, upon request and within a reasonable time, any instructional material used as part of their child's educational curriculum.

## **SELLING OR MARKETING A STUDENT'S PERSONAL INFORMATION IS PROHIBITED**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term 'personal information' means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security Identification Number or (5) driver's license number or state identification card.

The above paragraph does not apply:

- (1) if the student's parent/guardian has consented; or

(2) the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

## **STUDENT RECORDS**

➤ **CACC does not maintain the student’s permanent records. The home school will have all permanent records.**

A school student record is (1) any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; (2) records maintained by law enforcement officers working in the school; (3) video and (4) other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

**1. The right to inspect and copy the student’s education records within 10 business days of the day the school receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper**

A parent/guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the

principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent/guardian or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

### **3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Executive Council; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the school discloses educational records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, as well as an opportunity to inspect, copy, and challenge such records.

Academic grades and references to out-of-school suspensions or removal from CACC cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: (1) any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; (2) any person named in a court order; (3) appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and (4) juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

### **4. The right to prohibit the release of directory information**

Throughout the school year, the school may release directory information regarding students, limited to: name, address, grade level, birth date and place of birth

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, athletics or major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the principal within 30 days of the date of this notice.*

**5. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the principal.

**6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law**

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA**

The name and address of the office that administers FERPA is:  
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue,  
SW Washington DC 20202-4605

### **STUDENT BIOMETRIC INFORMATION**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student if over the age of 18. Biometric information means information that is collected from students based on their unique characteristics, such as a fingerprint, voice recognition or retinal scan.

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired;
- (2) Enrolling the child in any school that non-homeless students (who live in the attendance area in which the child or youth is actually living) are eligible to attend.

➤ Contact your child's home school for further information about the Homeless Child's Rights

### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

## **PESTICIDE APPLICATION NOTICE**

The school maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Wes Aymer, CACC Principal  
217-529-5431

Notification will be given before the application of the pesticide. Prior notice is not required if there is an imminent threat to health or property.

## **MANDATED REPORTERS**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## **SEX OFFENDER NOTIFICATION LAW**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of his/her child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues such as retention or promotion concerning his/her child.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the director or executive council.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.



A violation of this law is a Class 4 felony.

## **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police website at:

<http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police website at <http://www.isp.state.il.us/cmvo/>

## **SUBSTITUTE TEACHERS**

We are fortunate to have qualified substitute teachers cover class when our regular teachers are absent. A substitute teacher deserves the highest courtesy and cooperation from students at all times. Students will receive an automatic referral to administration for any misbehavior.

## **SCHOOL ACCIDENTS AND INSURANCE**

The Capital Area Career Center does not carry medical, dental or other insurance for students injured in accidents on school premises. Parents/guardians are responsible for the costs of such accidents and it is recommended they purchase their own insurance coverage. As a convenience for parents/guardians, some home school districts offer optional student insurance plans that parents can purchase. It is the responsibility of the parent/ guardian to make available coverage that will protect their student while attending CACC.

## **SEMESTER EXAMS**

All programs are required to give a semester exam. All students are required to take those exams on the day or days designated by the instructor. Exams may include written, hands-on and culminating projects. An exam may be concluded prior to exam schedules at the home schools. Students who are unexcused on CACC exam day(s) will receive a zero for the exam. If the exam takes multiple days, the part for which the student was unexcused cannot be made up.

## **COMMUNITY COLLEGE CREDIT**

Specific courses at Capital Area Career Center offer dual credit with Lincoln Land Community College. Students will earn credit on both their high school and Lincoln Land Community College transcripts. In the event of poor performance, students may be removed from the college credit portion of the class.

Please refer to the Capital Area Career Center Dual Credit and Certifications list to see what dual credit, certifications, and other industries standards can be earned.

## **STUDENT AWARDS AND RECOGNITION**

The Capital Area Career Center recognizes outstanding students during its Annual Student Award Ceremony. During this time, students from each program are recognized for various achievements. Some award opportunities include:

- Successful Program Completion Certificate – Awarded to students who successfully complete the program.
- Student of the Month - Awarded to one student each month who displays outstanding work ethic, citizenship & enthusiasm.
- Student of the Year – Awarded to one Student of the Month in each program who displays a positive attitude, exceptional work ethic and excels in his/her program for the entire year.
- Perfect Attendance Award – Awarded to students who are present every day of the school year. (college, career and home school actives do not count as a missed day)
- CACC Student of the Year- Awarded to one Student of the Program who displays a positive attitude, exceptional work ethic and quality interview skills. This student is one that excels both in the classroom and in the shop.

## **CACC Student of the YEAR**

Every program will nominate one student of the year for their program. From those students of the year nominees, a CACC Student of the Year will be chosen. Each student of the year program winner will be announced at the awards night ceremony by their teacher(s).

For a student to be eligible for program student of the year they will need to meet the following requirements

- Maintained a 3.0 (B) average for this school year
- Student of the month for this school year

- 10 or fewer absences for the school year
- They may be a Junior or Senior

Students will be interviewed by an internal panel. The internal panel will select the top four students. An outside panel will interview the top four students and select who will be CACC Student of the Year.

- Internal Interview – two or three-member panel with one interview
  - Will need to bring a resume
  - They will also need to dress appropriately
  - The Interview will be 10-15 minutes in length
  - A rubric will be used for scoring each student
- External Interview – three or four-member panel with three or four different interviews
  - Will need to bring copies of resume
  - Will need to dress appropriately
  - Each interview will be 10-15 minutes
  - Each panel member will rate the students from 1-4 (1 being the highest score)
  - The student with the highest score will receive CACC Student of the Year

In the event there a tie for CACC Student of the Year, the tie will be broken the by the student who received the highest score from the internal interview. If there is still a tie, then the student will the highest overall grade from the first three quarters will be awarded CACC Student of the Year.

### **SkillsUSA**

SkillsUSA is a partnership of students, teachers and industry. Together they work to ensure America has a skilled workforce. SkillsUSA helps each student hone their abilities, achieve their goals, and prepare them for a successful future. SkillsUSA provides educational programs, events and competitions that support career and technical education (CTE) at schools in all fifty states and four US territories.

#### **Capital Area Career Center Chapter Requirements:**

- Maintain a 2.0 GPA at CACC.
- Pay dues: \$20.00 annually that is distributed to the National (\$8.00), State (\$8.00), and Local (\$4.00) SkillsUSA organizations.

#### **SkillsUSA Attendance**

- Accrues 5 or fewer absences the first semester
- Accrues 8 or fewer a week before State Conference

- Accrues 10 or fewer by the last day of homeschool attendance at CACC
- Medical Appointments, funeral etc. do not count towards accrued absences as long as there is correct paperwork within the timeframe (three school days) outlined in the handbook.

If a student has more absences than the allowable amount, the student will no longer be able to participate in any SkillsUSA function.

Dues-paying student members of SkillsUSA automatically receive the following benefits:

**Access to career resources and contact with industry:**

- Opportunities to compete in the SkillsUSA Championships at the local, state and national levels
- Job contacts and networking opportunities
- A chance for students to learn and practice professional and leadership skills
- Recognition from community leaders, teachers and peers

**SkillsUSA Magazine Subscription**

This quarterly digital magazine includes feature stories about achievements of outstanding individuals, articles about SkillsUSA chapters across the nation and the latest information on careers and training.

**Scholarship and Award Opportunities**

SkillsUSA members are awarded more than \$1 million annually in scholarships. Many of these scholarships are tied to the National SkillsUSA Championships. Each state also offers its own awards and scholarships through their state conference. You can also [visit the SkillsUSA scholarship page](https://www.skillsusa.org) for additional opportunities. <https://www.skillsusa.org>

**Competition Fees:**

Test Fee (if applicable for their program) \$10.00

Competition Fee (if competing) \$90.00 (subject to change)

National Competition Fee \$620.00 (Includes national registration, hotel, and transportation)

To compete in any SkillsUSA competitions the member must be in good standing with CACC and its chapter.

- Discipline – A student may not have more than three office referrals in a year.
- Attendance – A student may only have 4 unexcused absences per semester
- Grade – min of a C average per semester

Please contact **Mr. Josh Jennings**, NTHS Advisor, for more information.

## NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society (NTHS), established in 1984, has been the acknowledged leader in recognizing outstanding student achievement in career and technical education. National Technical Honor Society encourages educational excellence, skill development, and workforce readiness. In May 2018, the NTHS awarded \$224,000 in scholarships to eligible members.

### NTHS Criteria for Capital Area Career Center – Nomination and/or Membership

- **Attendance** – Accrues 8 or less excused absences (**no unexcused absences**) for the school year 2018-2019, arrives/leaves on time, notifies the instructor in advance of planned absences. NOTE: **3 unexcused tardies = 1 unexcused absence**.
- **Grades** – Maintains a B+ (3.5) or higher in the student's CACC program
- **Discipline Referrals** – None
- **Respect** – Given to all CACC Staff (teachers, administrators, support staff and maintenance workers) and peers, interacting appropriately with cultural and racial diversity, with no engagement in harassment of any kind.
- **Organizational Skills** – Conserves materials, keeps work area neat and clean, follows directions, makes up assignments punctually, participates in activities appropriately.
- **Leadership** – Demonstrates a positive attitude displayed in behavior on school grounds, including appropriate non-verbal (eye contact/body language) and oral (listening, telephone etiquette, grammar) skills
- **Responsibility** – Demonstrates initiative, self-discipline, self-responsibility
- **Good Character** – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative. Appropriately handles criticism, conflicts and complaints.
- **Membership Application** – Requires the recommendation of the program instructor. Applicants must complete and submit resume and application on time.

- **Membership Records** – Completes and submits on time: community service forms and other items as requested.
- **Continued Membership of Previous Year's Juniors** – Requires re-nomination of the program instructor for continuing 2nd-year membership.
- **Community Service** – Completes 8 hours of community service by 2nd-year members per these guidelines:
  - At least half the service hours must come from NTHS' activities
  - Service hours from an outside organization must:
    - Be pre-approved by the NTHS advisor before the activity occurs
    - Be no more than 4 hours of service per organization
    - Not occur with a for-profit business
    - Not occur with a place where parent/guardian or close family member works.

NTHS students must maintain the above requirements and adhere to the CACC Handbook's rules/policies throughout the school year. Any time NTHS students are in the building, at CACC sponsored events, on field trips, at competitions, or at off-site clinicals, they are expected to adhere to the CACC Handbook.

Please contact **Mr. Matt Kasten**, NTHS Advisor, for more information.

## FFA

The National FFA Organization is an American youth organization, specifically career and technical student organization, based on middle and high school classes that promote and support agricultural education. Please contact **Mr. Rodney Knittel**, FFA Advisor, for more information.

## COOPERATIVE EDUCATION

Cooperative Education is a capstone course designed to assist students in the development of effective skills and attitudes through advanced instruction in school and on the job training. Students are released from school for paid cooperative education work experience (at least 10 hours per week) and for participation in related classroom instruction. Students are placed in paid positions in local businesses within the career field they are studying at CACC.

Students are selected for this program using the following criteria/procedure:

- Program instructor recommendation
- Interview with the cooperative education coordinator
- Transcript evaluation by the coordinator
- Attendance
- Discipline

Students will then interview with a local business selected by the coordinator. Parent and home school administration approval will also be needed before a student can begin a cooperative education experience.

### **MILITARY RECRUITERS & INSTITUTIONS OF HIGHER LEARNING**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

**CACC Fees, Materials,**

<b>Program</b>	<b>Materials, Fees, and Certification Cost</b>
Agriculture and Industrial Mechanics	Shop Flashlight: \$5
Automotive Technology and Servicing	N/A
Building Trades	Shirt 15-20
Cisco Networking	Engineering Journal \$5 Steno Notebook \$5 *Cyber Defense Conference \$45 *National Cyber League \$30 *Optional Certifications \$300 Optional \$100 textbook**NOT REQUIRED
Collision Repair	Shirt 15-20
Cosmetology	Closed Toed Shoes Notebook, folder, and writing utensil
Culinary Arts	*Uniform: \$53-55 *Food Handlers Permit: \$15 Optional Opportunities: *Food Managers License: \$38 *ProStart Certification 1: \$22 *ProStart Certification 2: \$22
Early Childhood and Education	*Level 1 Credential Manual \$40 (includes certification with successful completion) Background Check \$22-25 TB Test cost Varies Copy of school physical/immunizations 3-inch binder, one-subject spiral notebook, 1-inch binder
EMS	Uniform 40-60
Graphic Arts	2 T-shirts: around \$20 1 three-ring binder
HVAC/Electrical Systems Technology	Shirt 15-20



Law Enforcement	N/A
Nursing Assistant	*\$50 for background and CPR *\$35 for scrubs *\$67 for the state boards (end of year). Students are also required to get a flu shot and TB test.
Photography	1 8GB memory card \$5-20 1 16GB memory card \$10-20
Radio/TV Digital Media	Earbuds 8GB Jump Drive \$10-20
Welding	Shirt 15-20 Leather Boots Welding Mask Welding gloves or sleeves
<b>Items with * must be purchased or paid for at CACC</b>	



### Capital Area Career Center Dual Credit and Certifications Offered

Course	Dual Credit	LLCC Course Title	Certifications or License
<b>Ag and Industrial Mechanics</b>	AFO 208 Applied Skills in Ag Mechanization	AFO INtro to AG Mechanization (3)	N/A
<b>Automotive Technology and Servicing</b>	Auto 101 Auto 106	AUT 101 Fundamentals of Automotive Technologies (3) AUT 106 Brake Systems (3)	Pro-Cut Brake Lathe Certification Valvoline Oil Certification PB Products Penetrant and Lubricant Certification Successfully completing 2 years of this program will fulfill 1 of the 2 years required for ASE Certification
<b>Building Trades</b>	Building 102 Building 106	BDM 102 Introduction to Construction Occupations BDM 106 Basic Carpentry I	National Center for Construction Education and Research (NCCER) Core
<b>Cisco Networking</b>	12 Transferable LLCC credit hrs - Intro to Networking (ITN)	CNC 115 Cisco Academy 1 (3) CNC 125 Cisco Academy II (3) CNC 215 Cisco Academy III (3) CNC 225 Cisco	All certifications require 3 <sup>rd</sup> party testing) Certifications upon completion of the first year: - Cisco CCENT

<b>Cisco Networking</b>	<ul style="list-style-type: none"> <li>- Routing &amp; Switching Ess (RSE)</li> <li>- Scaleable Networks (SN)</li> <li>- Connecting Networks (CN)</li> </ul>	Academy IV (3)	Certifications upon completion of 2 <sup>nd</sup> year: <ul style="list-style-type: none"> <li>- Cisco CCNA Routing &amp; Switching, CCNA Security, CompTIA Security+, BrainBench</li> </ul> <p><b>Certificates - Only issued to students with 88% or higher testing score</b></p>
<b>Collision Repair</b>	Auto Body 101 5 credit hours Auto Body 102 3 credit hours	AUB 101 Basic Auto Body Repair (5) AUB 102 Auto Body Metal Finishing (3)	ASE Student Certification OSHA 10
<b>Cosmetology</b>			300 hours per year completed going toward the 1500 hours needed for a license. Task card mark offs transfer to USCA The test is taken at CACC transfer to USCA Lowers tuition and an earlier graduation at USCA
<b>Culinary Arts</b>	LLCC-Sanitation Course (requires acquiring the FSSMC License)	HSP 107 Food Service Sanitation (1)	Servsafe Food Handlers Certificate: Students 16 and older Servsafe FSSMC Manager's License: Seniors Only

<b>Culinary Arts</b>			ProStart Restaurant Association Certification and Scholarships with the educational foundation of the Restaurant Association
<b>Early Childhood and Education</b>			ECCE Level 1 Credential
<b>Emergency Medical Services</b>			CPR Certification, EMT-B License upon completion of the course and passing State board exam
<b>Graphic Arts</b>	12 credits in Graphic Design From Illinois Institute of Art, Schaumburg, Chicago, Detroit		Certifications obtained upon completion of the American Screen Printing Association Exam Possible certifications include: Graphic Artist-Screen Printing
<b>Law Enforcement</b>			
<b>Nursing Assistant</b>			CPR-BLS Certification Illinois CNA License
<b>HVAC/E</b>			EPA 608 Certification, Employment Readiness-Heat Pump Operation, Installation, and Service Certification Employment Readiness-Gas Heating Certifications

<b>Photography</b>	10 credits hours From Illinois Institute of Art, Schaumburg, Chicago, Detroit		SkillsUSA Adobe Photoshop Certification, Lynda.Com Adobe Photoshop Certification
<b>Radio/TV Digital Media</b>			
<b>Welding</b>	WEL 101-07 Shielded Metal Arc Welding 1 WEL 101-08 Shielded Metal Arc Welding 1 WEL 103-08 Shielded Metal Arc Welding 2 WEL 103-09 Shielded Metal Arc Welding 2	WEL 101 Basic Arc & Oxyacetylene Welding (3) WEL 102 Welding Blueprint Reading (3) WEL 103 Shielded Metal Arc Welding I (2)	American Welding Society SENSE Level 1. OSHA 10

(#) = number of credit hours for class

1. Students may join FFA if they are in CACC Ag program
2. Students may join SkillsUSA at CACC
3. Students may apply for National Technical Honor Society

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