

# STUDENT HANDBOOK



Capital Area Career Center

2016-2017

## TABLE OF CONTENTS

Welcome.....	3
Contact Information.....	3
Mission Statement/Vision Statement.....	3
Sexual Harassment Policy.....	4-5
Bullying.....	5-6
Reporting to Parents/Guardians.....	6
Attendance.....	6-7
Daily Schedule.....	7
Truancy/Tardies.....	7-8
Pre-arranged Absences/Vacations.....	8
Calendar.....	9
Snow Days/Semester Exams.....	10
Community College Credit.....	10
Work Ethics Policy.....	11
Discipline Procedures.....	12-16
Removal from CACC.....	16
Student Handbook.....	16
Transportation/Parking.....	16
Smoking/Tobacco.....	17
Drugs/Alcohol Use.....	17
Search and Seizure.....	17
Technology Acceptable Use Policy.....	18
Cell Phones/Electronic Devices.....	18
Special Education and 504.....	18-19
Student Awards and Recognition.....	19
SkillsUSA/NTHS/FFA.....	19
Dress and Grooming.....	20
School Accidents and Insurance.....	20
Medications.....	20
Leaving Class or Campus.....	20-21
Visitors.....	21
Emergency/Crisis Planning.....	21

## **WELCOME**

Welcome to the Capital Area Career Center! 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 career. 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 responsible workers and citizens. We challenge you to seize this opportunity, strive in everything you do and achieve excellence!

## **CONTACT INFORMATION**

**Mrs. Jodi Ferriell** 529-5431 ext. 175  
Director

**Ms. Molly Uhe** 529-5431 ext. 145  
Principal

**Ms. Stacey Penner** 529-5431 ext. 144  
Student Services Administrative Asst.

**Mrs. Jessica Formea** 529-5431 ext. 120  
Student Services Attendance

## **MISSION STATEMENT**

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

- Pursue Career Options
- Enhance Employability through Technical and Workplace Skill Development
- Transition into Employment or Post-Secondary Education
- Prepare for Life-Long Learning

## **Vision Statement**

Education That Works!!!

## SEXUAL HARASSMENT & TEEN DATING VIOLENCE 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, 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 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 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 the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### *Making a Complaint; Enforcement*

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

#### **Nondiscrimination Coordinator:**

**Jodi Ferriell, CACC Director**  
217-529-5431 Ext. 175  
jferriell@caccschool.org

#### **Complaint Manager:**

**Molly Uhe, CACC Principal**  
217-529-5431 Ext. 145  
Mkosbab@caccschool.org

### **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 is an important goal of the Capital Area Career Center. The Capital Area Career Center strictly prohibits all forms of bullying, including, but not limited to bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. Prohibited behavior includes, but is not limited to: unkind actions or remarks, verbal taunting, physical aggression and exclusion from groups. *Students who have been subjected to or have witnessed any acts of bullying should contact any Capital Area Career Center instructor, staff member or administrator.*

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act of conduct, including communications made in writing or electronically, directed toward a student or students who 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.

### **REPORTING TO PARENTS/GUARDIANS**

Parents may check "Skyward" each day and make sure students are in attendance and assignments are completed. Parents who submit their e-mail address to the Center office will be sent a welcome letter with secure logon information that will allow access. Parents are encouraged to contact individual teachers at any time during the year if they need additional information on their child's progress or have questions or concerns.

Report cards 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.

The monthly calendar and other school-related announcements are posted on the school's website.

### **ATTENDANCE**

A primary goal of the Capital Area Career Center is to prepare students for the transition into the world of work 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 final grade. Please refer to the Work Ethics Policy (page 11) 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 Attendance Office on his/her first day back.
- The home school will receive a daily report of absences.
- Attendance will be reported on progress reports.
- When leaving campus for any reason, the student must sign out at the office.
- Any absences and tardies that are not excused may result in the lowering of the student's work ethics grade.

#### **DAILY SCHEDULE**

A.M. Session	8:40 a.m. – 10:40 a.m.
P.M. Session	12:40 p.m. – 2:50 p.m.

#### **TRUANCY**

Students who miss 15% (7 days) or more of a quarter 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.

If chronic truancy persists after support services and other resources are made available, students may be removed at semester from participation at CACC.

Parents/Guardians and students will be allowed 8 excused absences per semester. Once a student has exceeded this amount, absences will no longer be excused. CACC staff realizes there are events beyond the student's control. It is asked that if the student exceeds this amount due to extenuating circumstances, that you contact the school principal to make arrangements.

## TARDINESS

Students are to be in class and seated when the second bell rings. If a student is late to class, the instructor will send students to the office to get an admit slip. Points will be deducted from the Work Ethics grade. Transportation is provided for all students who attend CACC, therefore students will not be excused if they are tardy as a result of transportation issues not provided by the Center.

## 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 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 and all 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/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 parent/guardian signature. Completed forms must be turned in to the office prior to the absence. Students are responsible for obtaining and completing assigned work.



Below is the Capital Area Career Center calendar. If the home school calendar differs, the student is required to be in attendance at CACC. ***Inclement weather is the only exception.***

### Capital Area Career Center Important Dates - 2016-2017

August 22.....	First Day Student Attendance
September 5 .....	Labor Day - No School
October 10 .....	Columbus Day - No School
October 13 .....	Open House 5-7pm
October 14 .....	End of First Quarter
November 9.....	Parent/Teacher Conferences 4-8 pm
November 10, 11.....	Veteran's Day-No School
November 24, 25 .....	Thanksgiving Break - No School
December 21.....	End of Second Quarter/End of First Semester
December 22-January 2 .....	Winter Break - No School
January 3.....	Teacher Institute/No School
January 16. ....	MLK Day - No School
February 9 .....	Open House 5-7 pm
February 20 .....	President's Day - No School
March 6.....	Casimir Pulaski Day, No School
March 10.....	End of Third Quarter
April 10-April 14.....	Spring Break - No School
April 21 .....	Skills USA Competition - No School
May 25.....	Last Day of Student Attendance

## **SNOW DAYS/EARLY DISMISSAL**

The Capital Area Career Center follows the inclement weather school closings of Springfield Public Schools. Please tune into the local television channels for closings or early dismissals. Area schools will follow their weather closings and dismissals and students will not be expected to be in attendance if their home school is closed.

## **SEMESTER EXAMS**

All programs are required to give a semester exam. All students are expected to take those exams on the day or days designated by the instructor. Exam grades may include written, hands-on and culminating projects. Exams may be concluded prior to exam schedules at the home schools.

## **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.

**All** courses at CACC grant students the opportunity to receive Employability Dual Credit. This is based off of the student's Work Ethics grade, as well as, completion of job training skills, for example, completion of a resume.

Please refer to the course syllabus to see what additional dual credit can be earned.

## Capital Area Career Center WORK ETHICS POLICY

A key component of our program at the Capital Area Career Center is to develop positive Work Ethics which incorporate desirable workplace qualities. A student's Work Ethics grade will be based on the following:

- Daily class participation
- Following directions
- Proper attitude, such as showing respect and being polite
- Willingness to learn
- Attendance
- Punctuality
- Proper dress as determined by program
- Taking responsibility
- Honesty
- Appropriate interpersonal relationships
- Following appropriate safety procedures

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 the alternative assignment from the instructor. 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 is excused absent 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 Attendance Office on his/her first day back.**

# STUDENTS

## Student Discipline

### Prohibited Student Conduct

The administration of the Capital Area Career Center is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend CACC or CACC functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. 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.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
  - f. 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. Students who are under the influence of any prohibited substance are not permitted to attend CACC or CACC functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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. Unless otherwise banned under this policy or by the Director, all 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or CACC officials. Examples of disobeying staff directives include refusing a CACC staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, CACC property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:  
(a) being a member; (b) promising to join; (c) pledging to become a member; or  
(d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the educational environment, CACC 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 member; or  
(b) endanger the health or safety of students, staff, or CACC property.
16. Engaging in any kind of sexual harassment or teen dating violence as described in CACC policies and this Handbook.

For purposes of this policy, 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 CACC property; or (d) at any location on CACC property or at a CACC-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at CACC or a CACC-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Director or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or removal from CACC programs, for such behavior.

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 psycho stimulant medication to the student. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to the CACC program or CACC activities, including but not limited to:

1. On, or within sight of, CACC grounds before, during, or after school hours or at any time;
2. Off CACC grounds at a CACC-sponsored activity or event, or any activity or event that bears a reasonable relationship to the CACC program;
3. Traveling to or from CACC or a CACC activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the educational environment, CACC 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 member; or (b) endanger the health or safety of students, staff, or CACC property.

### **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from CACC programs and activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on CACC grounds. CACC will also enforce any suspension imposed by a student's home school district.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed. CACC will also enforce any suspension imposed by a student's home school district.
6. Removal from the CACC program, provided that appropriate procedures are followed.
7. Expulsion from the student's home school district. Expulsion procedures will be initiated and effectuated by the student's home school district. An expulsion from the student's home school district automatically results in a removal from the CACC program. An expelled student is prohibited from being on CACC grounds.
8. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
9. Notifying parents/guardians.
10. Temporary removal from the classroom.

11. In-school suspension for a period not to exceed 5 school days. The Director or designee shall ensure that the student is properly supervised.
12. Reporting misconduct to the student's home school district.

### **Weapons**

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, while on CACC property or at any CACC-sponsored activity or event shall be removed from the CACC program, and may be subject to expulsion from their home school district. The Director may modify the removal period and the Board may modify the Director's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Director or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **Required Notices**

A CACC staff member shall immediately notify the office of the Director in the event that he or she: (1) observes any person in possession of a firearm on or around CACC grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on CACC grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Director or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "CACC grounds" includes modes of transportation to CACC activities and any public way within 1000 feet of CACC facilities, as well as CACC property itself.

### **Delegation of Authority**

Each teacher, and any other CACC personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, removal, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, CACC personnel, or other persons, or for the purpose of self-defense or defense of property. Corporal punishment is not permitted. Teachers may temporarily remove students from a classroom for disruptive behavior. The Director and Principal, are

authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from the CACC program (including all CACC functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

## **SUSPENSION AND REMOVAL PROCEDURES**

The following are suspension and removal procedures:

1. Before suspension or removal of a student from the CACC program, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.
2. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended or removed from the CACC program, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the education process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension or removal from the CACC program shall be reported immediately to the student's parents/guardians. A written notice of the suspension or removal shall contain a statement of the reasons for the suspension or removal and a notice to the parents/guardians of their right to review the suspension or removal.
4. Upon written request of the parents/guardians, a hearing shall be conducted by the Executive Council or a hearing officer appointed by it to review the suspension or removal. At the hearing, the student's parents/guardians may appear and discuss the suspension or removal with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

## **TRANSPORTATION/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 their home school administration. Students who violate this policy may have their driving privileges revoked. If students do get permission to drive their vehicle, there is a \$35 permit fee. Failure to purchase a permit could result in the vehicle being towed.

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 that in the classroom.



## **SMOKING/TOBACCO**

Illinois State law prohibits smoking on school property. Students are not permitted to smoke or possess any tobacco products, including lighters or matches, on the CACC campus. This also includes any work sites, internship sites, field trips or any school sponsored events.

## **DRUGS/ALCOHOL USE**

The following shall be subject to disciplinary action from the Capital Area Career Center:

- Using or being under the influence of drugs or alcohol
- Being in possession of drugs or alcohol on school property including school parking lots and student vehicles
- Being in possession of drug paraphernalia
- Being in possession of look-alike substances
- Possessing or being under the influence of drugs or alcohol at any school activity or at any time under school jurisdiction including during transportation for school related functions

## **SEARCH AND SEIZURE**

In order to maintain safety and security in the 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 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.

School authorities may search a students and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, cell phones, computers, laptops, PDA's, vehicles, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the Center's student conduct rules.

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

## TECHNOLOGY ACCEPTABLE USE POLICY

The use of technology is a privilege granted to the Capital Area Career Center students. We reserve the right to extend, limit, restrict or deny privileges and access to our technology resources. Any student found misusing technology resources at the Capital Area Career Center may face disciplinary action including loss of privileges. This may adversely affect the student's grade.

Misusing technology resources may include but is not limited to:

- A student using the Internet for reasons other than classroom assignments or without the instructor's permission
- Accessing unauthorized e-mail accounts
- Accessing unauthorized social networking websites
- Accessing unauthorized game and music websites
- Viewing websites with inappropriate content
- Fraudulent copying of content from internet sources

### CELL PHONES/ELECTRONIC DEVICES

Unless authorization is given by the instructor, students are not allowed to use or display cell phones or other electronic devices while in the classroom during the school day. Upon entering the classrooms, these items need to be turned off and stored where they are out of sight. As a general rule, if an electronic device is seen or heard, it will be considered a violation of the policy. The school assumes no liability for such items if they are lost, stolen or damaged.

- First violation: Teacher will confiscate the electronic device and store it in a secure place. The electronic device will be returned at the end of the class.
- Second violation: Teacher will confiscate the electronic device and give it 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 school assumes no liability for such items if they are lost, stolen or damaged while confiscated.
- Repeated Offenses: Further violations may result in removal from classroom and participation in activities.

### SPECIAL EDUCATION

It is the intent of the 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 identified, evaluated and provided with appropriate educational services.

It is the intent of the Center to ensure that students with disabilities are provided with appropriate educational accommodations. It is the responsibility of the home school and parents/guardians to make sure CACC is given the current IEP or 504 plan.

### **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 are:

- Successful Program Completion Certificate – Awarded to students who
- Student on 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 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.

### **SKILLSUSA**

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. We provide educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms. There is a fee to join this organization. Please contact Dan Nichols, SkillsUSA Advisor, for more information.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The National Technical Honor Society serves over 80,000 student members annually. In 2015, NTHS awarded over \$200,000 in scholarships to career and technical education students. NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. There are grade and attendance requirements to join and maintain membership. Please contact Debbie Burtle, NTHS Advisor, for more information.

### **FFA**

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

## **DRESS/GROOMING**

Students should strive to maintain a manner of dress appropriate to the classroom-learning climate and workplace environment. Developing good habits of dress, grooming and attitudes that are acceptable to business or industry will be stressed. Some programs that have laboratory settings may require that safety standards be met, through proper dress, footwear, jewelry or eyewear use.

Our expectation is that the Capital Area Career Center students will dress appropriately so that the educational process will not be disrupted

## **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 are responsible for the costs of such accidents and it is recommended they purchase their own insurance coverage. As a convenience for parents, some home school districts offer optional student insurance plans that parents can purchase. It is the responsibility of the parent to make sure this or any other type of coverage will protect their student while attending CACC.

## **MEDICATIONS**

Medications will not be administered by any Capital Area Career Center personnel. This includes common and widely used prescriptions and over-the-counter pain relief medications. The possession of medications or look-alike medications is not permitted on school premises. Medications prescribed by a physician or being administered by a guardian will be permitted with prior recent notification to the school and limited to amounts required for that day only. Students are permitted to carry and self-administer asthma inhalers or epinephrine auto-injectors if the student has on file with CACC administration an authorization form for such medications.

Students who are ill are to report to the Capital Area Career Center office and can expect to be dismissed to the care of the parent or guardian. Under no circumstances may a student who is ill or injured leave school without approval from the Capital Area Career Center administration. Approval requires parental or guardian notification and consent.

## **LEAVING CLASS OR CAMPUS**

During class time, students are not to be in the hallways, except with approval of the instructor. The student is required to sign in and out of the classroom. If the student is outside of the classroom without permission, they will be subject to discipline by the administration.

All students, except those scheduled to leave the building for school related functions, must get permission from the office prior to leaving the building. In

addition, they must have a note signed by their parent, home school or teacher stating the date, time and reason for leaving. The parent must call or a call will be made to the parent 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 office.

### **VISITORS**

At the Capital Area Career Center, we welcome and encourage visits by parents, interested students, community members and guest speakers. Arrangements for visiting teachers and programs should be made 24-48 hours in advance. Visitors must sign in and out at the office. Please call Ms. Uhe at 529-5431 to make arrangements.

### **EMERGENCY/CRISIS PLANNING**

State law requires all schools to have fire/emergency drills. Directions for fire and emergency drills, including routes of egress, will be posted in each room. The instructor will notify classes of the proper procedure for evacuation. Should an emergency or disaster situation arise while school is in session, the Capital Area Career Center has made preparations to respond effectively to such situations and to care for all students.