**Cass County Educational Opportunity Center**
**1209 Sunnyside Lane**
**Atlantic, IA 50022**

School Telephone Directory

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|---|---|
| CCEOC Building | 243-3535 |
| Principal's Office | 243-5358 |
| Asst. Principal/Act. Dir. Office | 243-5364 |
| Superintendent's Office | 243-4252 |
| Business Manager | 243-4280 |
| Guidance Office | 243-5368 |
| Nurse's Office | 243-5364 |

Administrators

| | |
|---|---|
| Heather McKay | Principal |
| Matt Alexander | Asst. Principal/Activities Director |

CCEOC Staff

| | |
|---|---|
| Justin Williams | Instructor |
| Karen Vogl | Instructor/Special Education |
| Sheri Walter | Secretary |
| Laurie Parrott | Paraeducator |
| Stacy VanAernam | Paraeducator |

## WELCOME TO THE CASS COUNTY EDUCATIONAL OPPORTUNITY CENTER

This school is designed to help each student become successful toward the goal of graduation from high school. Our dedicated staff has an overall goal of helping each individual student become successful in achieving self-respect, responsibility, and the necessary skills to succeed in our society following graduation.

The learning center is a cooperative program provided by Atlantic Community Schools and the Cass County School Districts of Anita, Cumberland-Massena, Exira and Griswold. The major emphasis of the program is to provide an individualized educational program enabling students to become successful toward the goal of graduation.

## CCEOC VISION

**The CCEOC's purpose is to provide basic academic instruction, personal and social growth activities, job experience training and career exploration in a small individualized educational program designed to enhance self-esteem and promote personal responsibility in its students.**

## CCEOC PROGRAM GOALS

1. To provide a caring atmosphere that generates and recognizes positive student attitudes toward themselves, others, the school environment, and their community.

2. To provide an individualized academic environment combined with appropriate group interaction experiences.

3. To promote good work habits, promote effective communication skills, self-direction, and foster self-responsibility within each student's capabilities.

4. To provide basic academic instruction in the core areas and provide and promote vocational opportunities and skills.

5. To develop a positive self-concept and a sense of belonging to their school and community.

6. To provide the skills for successful transition into becoming a responsible and

productive member of society.

7. To regularly monitor student progress and report directly to students and parents.

8. To promote positive relationships through regular communication between students, parents, and schools.

9. We advocate that students maintain part-time employment or do volunteer work in the community.

10. To return the student to a traditional high school setting when there is a greater potential or success.

## CCEOC ADMISSION STANDARDS

Eligible students must meet **one** or more of the following criteria:

1. Students must have completed their first semester of their 9th grade year in their resident district high school.

2. Must have been enrolled for one semester in their resident district high school. This applies to students transferring into the school district.

3. Have dropped out of school or are under 21-years of age.

4. They have extenuating circumstances that prevent him/her from being successful in the traditional school setting.

Students meeting the above standards may be considered for admission by the CCEOC screening committee.

The screening committee consists of the CCEOC administrator, CCEOC assistant administrator, resident district counselor and the CCEOC instructors. The resident district counselor will provide academic information and present their rationale for student placement to the screening committee.

Older students, those closest to graduation, students with medical problems, which hinder their education, or those who have dropped out of school may be given priority placement for admission.

General education and special education students will be considered for admission to the CCEOC.

Special education students must be recommended for the program by their case-manager and their IEP team.

## CCEOC ADMISSION PROCEDURES

Students who feel the CCEOC would be a positive alternative in furthering their education must complete the following steps prior to admission:

__ 1. Obtain information and an application from either the resident districts principals' office, resident districts counselors' office, or directly from the CCEOC office.

__ 2. Complete the necessary application forms and return completed form to resident district counselor's office.

__ 3. The screening committee will review the completed application prior to the beginning of each eighteen-day grading unit. **(Note: Session 10 is reserved for At-Risk Senior's and extenuating circumstances).**

__ 4. The waiting list is determined by the date and time the application is returned to resident district counselor and the CCEOC is notified. When approved by the screening committee, the student's name will go on the waiting list.

__ 5. An approved student must complete the withdrawal procedure at their resident school before beginning the CCEOC program.

__ 6. The approved student and a parent must have an intake conference with the designated CCEOC instructor. This conference is required to inform the student and the parent/guardian of student expectations and review the student handbook.

## EXPECTATIONS

**The CCEOC can be a very successful experience for the student who wants to complete his/her education. The student may expect:**

1. An educational program that strives to address the learning style and needs of each student.

2. A smaller school setting with a friendly, relaxed atmosphere.

3. An instructor interested in you and concerned about your educational program.

4. Ten periods of instruction and grading each lasting three and one-half weeks (18 days).

5. If possible, help in finding a job or placement in a volunteer position in the community.

6. If all work is completed with passing grades and you have met the attendance on-task time requirements, you can expect to earn 1/5 credit in each course for each grading unit.

7. Periodic Personal Development courses and outings.

8. Credit toward your resident school district (Atlantic, CAM, Exira, or Griswold) high school diploma.

**The CCEOC staff and administration will expect the following from the student:**

1. **A personal, sincere commitment to attend school regularly and to have consistent academic progress** toward completion of graduation requirements.

2. Acceptance of school guidelines and policies.

3. A willingness to complete assignments, especially **homework**.

4. Openness - truth and **honesty** in all matters.

5. **Positive behavior** that is consistent with an academic setting.

## GENERAL INFORMATION

The Cass County Educational Opportunity Center is a regular part of the Atlantic, CAM, Exira, and Griswold Community Schools. However, the CCEOC follows the general procedures of the Atlantic Schools. Credit that is earned at the CCEOC applies toward a resident school district diploma.

**SCHOOL HOURS**
Morning classes are held Monday through Friday 8:15 - 11:15 a.m. Afternoon classes are held Monday through Friday 12:15 - 3:15 p.m.

**CALENDAR**
The CCEOC will follow the same school calendar as the Atlantic Community Schools. In case of inclement weather, the CCEOC follows the delay or school cancellation based on his/her resident school district.

**SESSIONS**
The school year is divided into ten, 18-day sessions. New students are enrolled only at the start of a session.

**ADVISOR**
The designated instructor will help you plan your courses, talk with you about your progress in your courses, and will be available to help you with any non-school related problems that you would like to discuss. If you have problems that you would prefer to discuss with a high school counselor, your instructor will assist you in setting up a conference.

## PROGRESS REPORTS
At the end of each session, Progress/Credit Reports are given to each student, and a copy will be mailed to the parent.

**GRADE CREDIT REPORTS**
Course grades and a credit report will be mailed to the parent/guardian at the end of each **semester.**

**ACADEMIC AREAS OF STUDY**

At the CCEOC, credit towards graduation may be earned in the following areas of study:

English
Science
Health
Parenting/Prenatal
Math
General Business
Life Skills
C.O.R.E.
Personal Growth
Social Studies
Family and Consumer Sciences
Computers/Keyboarding
P.E. - Wellness
Work Experience

**COURSES, CREDITS AND REQUIREMENTS**

**The CCEOC program is designed to help students be successful in developing good work: and attendance habits, as well as, personal responsibility for their education.**

**INDIVIDUALIZED INSTRUCTION**
Most courses are taught on an individualized basis. This means you will spend your class time working either by yourself on your performance agreement session assignments. An instructor is available to answer questions and help you with materials you don't understand.

**PERFORMANCE AGREEMENT**
Your instructor will fill out a Performance Agreement (P.A.) form with you for each individualized course. The purpose of this agreement is to let the student know what is expected to earn .2 credits for each course. Each session you are given a copy to help you monitor your progress.

**CREDIT**
Credit is granted upon successful completion of course work at the rate of .2 credits per session per course. Successful completion of five 18-day grading units in a given course in a semester will earn one credit. **The student must meet both attendance and academic requirements to remain in good academic standing.**

**ATTENDANCE TIME REQUIREMENTS**
To be successful at the CCEOC, attendance is required at a minimum of 80% time on-task. To receive full credit a student must complete all academic requirements and 80% time on-task to remain in good academic standing. **Success and earning credit is totally dependant upon good attendance.**

**CLASS LOAD**
Normally students are enrolled in five regular courses each session. If you perform well, have good attendance, and are willing to do a greater part of your work outside of school, additional courses may be added and/or additional credit may be earned.

Since the CCEOC students have shortened school days, they are also expected to use a portion of their day for part-time employment, volunteer work, or shared time courses through his/her resident school district.

**SHARED TIME COURSES**
Students can arrange to attend Atlantic High School, and/or their resident school, during the half day they are not in attendance at the CCEOC. They will need to see their counselor before the start of the semester during which they wish to take the course. Certain guidelines will have to be met before they may take shared time courses. Students taking shared time courses are responsible for their own transportation.

## ACADEMIC STATUS GUIDELINES

Parent/Guardian will be notified of change of status regarding their student.

**LEVEL I: GOOD ACADEMIC STANDING**

1. Students who complete at least four Performance Agreements (excluding Work Experience) and fulfill on-task time requirements are considered in Good Academic Standing.

2. Students who do not complete a minimum of four Performance Agreements (excluding W.E.) or do not fulfill on-task time requirements will move to Academic Alert.

3. The CCEOC screening committee and instructors reserve the right to determine whether there are extenuating circumstances that may allow for modification of the student's status.

**LEVEL 2: ACADEMIC ALERT**

1. Students on Academic Alert will have to complete at least four Performance Agreements (excluding W.E.) and fulfill on-task time requirements.

2. Students who are on Academic Alert and meet the requirements will be able to return to Good Academic Standing.

3. Students who are on Academic Alert and meet the academic requirements, but do not fulfill the on-task time requirements, will remain on Academic Alert for one more grading unit.

4. While on Academic Alert, those students who do not meet the academic and on-task time requirements will be moved to Academic Peril.

5. The CCEOC screening committee and instructors reserve the right to determine whether there are extenuating circumstances that may allow for modification of the student's status.

**LEVEL 3: ACADEMIC PERIL**

1. Students on Academic Peril will have to complete at least five Performance Agreements (excluding W.E.) and fulfill on-task time requirements.

2. Students who are on Academic Peril and meet the requirements will be able to return to Good Academic Standing.

3. Students on Academic Peril who fail to complete at least five Performance Agreements (excluding W.E.) and/or fulfill on-task time requirements withdraw themselves from the program. The students will be given the opportunity to reapply and will be placed on the waiting list.

4. The CCEOC screening committee and instructors reserve the right to determine whether

there are extenuating circumstances that may allow for modification of the student's status.

**TEMPORARY LEAVE OF ABSENCE**

A student and their parent/guardian, who feels the student would not be able to attend school for a short period of time due to serious personal or medical problems, may ask the instructor for a temporary leave of absence. This is granted through an agreement with screening committee, parent/guardian, and student.

## ATTENDANCE STATUS GUIDELINES

**LEVEL 1: GOOD ATTENDANCE STANDING**

1. Students who have 80% or better attendance with excused absences will be considered in Good Attendance Standing.

2. In any given session, students who fail to have 80% or better attendance with excused absences will move to Level 2: Attendance Alert.

**LEVEL 2: ATTENDANCE ALERT**

1. Students on Attendance Alert must achieve 85% or better attendance with excused absences.

2. Students who are on Attendance Alert and meet the required guidelines will be able to return to Good Attendance Standing.

3. While on Attendance Alert, those students who do not meet the required attendance guidelines, will move to Level 3: Attendance at 85% or Temporary Leave of Absence with extenuating circumstances.

**LEVEL 3: ATTENDANCE AT 85%**

1. Student must achieve 85% attendance.

2. Students who meet the guideline for Level 3: Attendance at 85%, will be able to return to Level 1: Good Attendance Standing.

3. While on Level 3: Attendance at 85%, students who do not meet the required attendance guideline will have chosen to withdraw themselves from the program and will be given the opportunity to reapply.

**EXCUSED ABSENCE CRITERIA Code No. 501.9**

1. Excused absence notes from medical or legal professionals (judges, county attorney, JPO Officer) will be accepted.

2. Written excused absence notes from parents will usually be accepted.

3. Written excused notes from home school (Atlantic, CAM, Exira, or Griswold) staff and administration will be accepted.

Having to work will not be considered an excused absence because your job should not be scheduled to conflict with your school hours.

If you do miss school for any reason, plan on coming double shift the next day to make up the time and work.

**NOTE:**
Statistics have shown that good attendance directly correlates to academic success and credit earned while attending the CCEOC.

**TEMPORARY LEAVE OF ABSENCE**
A student and their parent/guardian, who feels the student would not be able to attend school for a short period of time due to serious personal or medical problems, may ask the instructor for a temporary leave of absence. This is granted through an agreement with screening committee, parent/guardian, and student.

**STUDENT RECORDS Code No. 506.1**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that parent or eligible student

believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, 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 or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.

4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by October 1 of the current school year to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR

INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

5) The right to file 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 Ave., SW, Washington, DC 20202-4605.

## POLICY ON NON-DISCRIMINATION Code No. 102 or 500

It is the policy of Atlantic Community Schools to provide an educational and working environment that provides an equal opportunity to all. In accordance with federal and state law Atlantic Community School District prohibits unlawful discrimination on the basis of disability, sex, age, race, color, national origin, religion, veteran status, sexual orientation, pregnancy, and marital status. This applies to all district administrators, staff, students, applicants for employment, and visitors. Students, parents, staff or other individuals who believe that he/she has been subjected to discrimination or harassment in violation of the District's Equal
Employment Opportunity Policy and/or the Harassment Policy may take action through an informal process, or a formal complaint process, or both.

## CHILD ABUSE REPORTING Code No. 402.2

Pursuant to Chapter 102 of the Iowa Administrative Code, the district has appointed the superintendent of schools as the Level One investigator for alleged incidents of child abuse by a school employee. The alternate Level One investigator is the school guidance counselor who is of the opposite sex of the superintendent.

## GRADUATION REQUIREMENTS

**In order to be recommended to your home district for graduation every student must complete the following Performance standards:**

**2013-2014- School year there will be a requirement of 230 performance standards:**

**40 performance standards will be required in English: These standards will follow Iowa Core Model/Common Core Model**

**30 performance standards will be required in Social Studies: These standards will follow Iowa Core Model/Common Core Model-**

**30 performance standards will be required in Math: These standards will follow Iowa Core Model/Common Core Model**

**30 performance standards will be required in Science: These standards will follow Iowa Core Model/Common Core Model**

**20 performance standards will be required in Lifetime Fitness:**

**Total Required: Performance standards will equal 150.**

**Elective Performance standards- They will include all other areas of Iowa Core/ Common Core not covered in the Required course work:**

**Elective Performance Standards needed for the year:**

**2011-2012- Performance Standards needed: 80**

**2012-2013- Performance Standards needed: 90**

**2013-2014- Performance Standards needed: 110**

**The CCEOC will determine what standards are required, how each standard fits into the Curriculum of the CCEOC. All Iowa Core/ Common Core curriculums will be based on the Atlantic CSD Core curriculum Plan.**

## CCEOC BEHAVIOR GUIDELINES

**A main goal of the CCEOC is to provide a relaxed, informal, caring atmosphere. This happens when staff and students respect themselves and others.**

### CCEOC AMBASSADORS

We are proud of our students and school and want our communities and our schools to feel this way also. Please represent the CCEOC with pride!

The following Behavior Guidelines are for all students' grades nine through twelve. Suspension may be in-school or out-of-school. The determination of in-school or out-of-school suspension will be based upon the findings of the administration and the maintenance of a safe, secure learning environment for all students. The listing below is not all-inclusive. Other serious infractions will be handled appropriately.

### ACADEMIC INTEGRITY

In education, where performance is considered an accurate reflection of ability and effort, academic integrity, and honesty are essential. In order to meet the demand of work and society in the future, each student must identify and exhibit his or her own academic strengths. Students who are involved in

cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process and will be subjected to the following consequences:

**CHEATING OR PLAGIARISM**
Copying someone else's work or allowing someone to copy your work or use of crib notes.

1st Offense - Loss of all credit on the test, paper, assignment, or project. The teacher will take appropriate disciplinary action.

2nd Offense - Suspension from school and/or removal from the class for the remainder of the session.

Theft of academic materials: Including but not limited to theft of a test or answer key from a classroom or teacher workstation or use of a stolen document.

1st Offense - Suspension from school and removal from the class for the remainder of the semester.

2nd Offense - Suspension from school with a recommendation for expulsion.

**TOBACCO Code No. 502.7**
All Atlantic Community School Campuses and Vehicles are Tobacco Free.

A student who is observed by school personnel possessing, using tobacco (chewing, etc.) or with a lighted cigarette, cigar, or pipe in his/her hand or mouth, or is seen emitting smoke from their nose or mouth on school property, including school buildings, school grounds, on school transportation vehicles or at any school activity is punishable as follows:

1st Offense - Student will be given a three-day in-school or out-of-school suspension. Parent and legal authorities will be notified.

2nd Offense - Student will be given a five-day suspension. Suspension may be in-school or out-of-school or both. Parent and legal authorities will be notified. Student will remain in suspension until a conference is held with the student, parent, and the principal.

3rd Offense - Student will be referred to the Board of Education for disciplinary action. Parent and legal authorities will be notified.

Students who have evidence of packaged tobacco (smoking or chewing) will surrender such to school faculty members or administrators upon request. Administration will return the confiscated article to the parent upon their request.

Students found in possession of tobacco will be subject to the Iowa State law which states: "Anyone

under 18 years of age may be issued a citation by the Atlantic Police and may be fined up to $100." Students 18 years of age or older must comply with school rules and regulations while on school property or in attendance at a school activity. In this case, school rules and regulations supersede Iowa State law, therefore, students 18 years of age or older are subject to the same school consequences as those students below 18 years of age.

**DRUGS AND ALCOHOL**

A student who is observed by school personnel to have the odor of alcohol, beer, or drugs on breath, or whose behavior is not normal, or who exchanges alcoholic liquor, beer, drugs or is found to have alcoholic liquor, beer or drugs in their possession is punishable as follows:

1st Offense - Student will be given a five-day out-of-school suspension. Parent will be notified. Student will remain in suspension until a conference is held with the student, parent, and the principal. The proper legal authorities will be notified if any student or students are in possession of drug paraphernalia or any type of controlled substance. Students may be referred directly to the Board of Education.

2nd Offense - Student will be referred to the Board of Education for disciplinary action. Student may be referred to a special services committee.

**THEFT**

A student who unlawfully takes and carries away any school property or property of another is punishable as follows:

1st Offense - Student will be given a five-day in-school suspension. Parent will be notified. Student will remain in suspension until a conference is held with the student, parent, and the principal. Legal action may be taken and restitution required. Student may be referred directly to the Board of Education. (The student will be given a two-day in-school suspension, if restitution is made within 24 hours.)

2nd Offense - Student will be referred to the Board of Education for disciplinary action.

**RESTITUTION CLAUSE**

Any student who intentionally or negligently damages, destroys, or loses property of the school district will be required to grant restitution to the school district for such damage, destruction, or loss.

**HARASSMENT Code No. 104**

Pursuant to the authority granted by Board Policy 403.5, the school district administration (superintendent and principals) issue and adopt the following regulation with regards to harassment of persons under the jurisdiction of the school district.

Harassment of students by other students will not be tolerated in the school district. This policy is in effect

while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, sexual orientation, marital status, or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly as a term of a student's education or of student's participation in school programs or activities
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, sexual orientation, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble students when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance

creating an intimidating, offensive or hostile environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report student violating this rule to law enforcement officials.
Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - ---tell a teacher, counselor or principal; and
  - ---write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
  - ---what, when, and where it happened;
  - ---who was involved;
  - ---exactly what was said or what the harasser did;
  - ---witness to the harassment;
  - ---what the student said or did, either at the time or later;
  - ---how the student felt; and
  - ---how the harasser responded

A student who believes that he/she has been harassed shall notify the building principal, the designated investigator. The alternate investigator is the superintendent or a counselor. If the investigator is a witness to the incident, an alternate investigator shall be the investigator. The investigator may request that the student complete a Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The building principal or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlines in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall make findings and conclusions as to the allegations of harassment and document such findings and conclusions. If the investigator is someone other than the building principal, the findings and conclusions shall be delivered to the building principal. Based upon the results of the investigation, the principal will take appropriate action, which may include discipline of up to, and including suspension and expulsion.

If deemed necessary or desirable, the principal may conduct additional investigation and interview the parties and witnesses before concluding the matter and taking appropriate action to close the matter. The action taken shall be documented and the parties informed of the disposition of the matter.

In investigating any complaint, the investigator is reminded of the following:

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

**FIGHTING**

A student who is involved in an altercation where hitting, pushing, kicking, etc., is exchanged by two or more students on school property, including school buildings, school grounds, on school transportation vehicles or at any school activity is punishable as follows:

1st Offense - Student may be given an in-school suspension or out-of- school suspension following an administrative investigation. Parents will be notified. The student will remain in suspension until a conference is held with the student, parents and administrator. In case of physical assault, legal action may be taken. Student may be referred directly to the Board of Education.

2nd Offense – Student will be referred directly to administration for decisions regarding program placement. Student may also be referred directly to the Board of Education.

**As a student of the Alternative program fighting will not be tolerated. Any such action may require the student to return to their sending district for future educational needs.**

**WEAPONS & OTHER DANGEROUS OBJECTS - Code No. 502.6R**

Pursuant to the authority granted by Board Policy 502.6, the school district administration (superintendent

and principals) issue and adopt the following regulation with regards to weapons and other dangerous objects on the school district premises or property within the jurisdiction of the school district.

No student (or any other person) shall be in possession of any weapon or other dangerous object on school grounds or any other property within the jurisdiction of the school district. Nor shall any student be in possession of any such weapon or object at any school activity or at any other time when under the control of the school district. Any student violating this rule will be subject to disciplinary action, including suspension or expulsion for up to one year. In addition, violations of the this rule (by a student or any other person) may be reported by the administration to law enforcement authorities regardless of whether or not the violation constitutes a criminal act.

All weapons or other dangerous objects, which violate this rule, shall be confiscated. Additionally, such confiscated objects may be released or transferred by the administration to law enforcement authorities.

The phrase "weapon or other dangerous object" shall include, but not be limited to rifles, pistols, shotguns, or other firearms. It shall also include knives, throwing stars, brass or iron knuckles, chains, clubs, or any other objects which do not have a substantial educational connection and which could reasonably be used to inflict injury (intentionally or negligently) upon another person.[1] Additionally, the phrase shall include facsimiles, replicas, or "look a likes" of such weapons or dangerous objects.

The term "firearms" shall include, but not be limited to, any weapon which is designed to expel a projectile by the action of an explosive, [2] the frame or receiver of any such weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this rule. The principal may allow authorized persons to display weapons and other dangerous objects for educational purposes. Such a display shall also be exempt from this rule.

[1] *A butcher knife in a food preparation class would have a "substantial educational connection" and would not be a violation of this rule; however, a butcher knife in a student's hall locker would not have a "substantial educational connection" and would constitute a violation of this rule.*

[2] *Ammunition for a firearm would be considered an "explosive." Fireworks would also be considered an explosive."*

**STUDENT CONDUCT Code No. 503.1**
A student who disrupts or interrupts in any way the school program is punishable as follows:

1st Offense - A student may be given a three-day in-school or out-of- school suspension. Parent will be notified. Student will remain in suspension until a conference is held with the student, parents, and the

principal. Student will be referred to the Board of Education for disciplinary action, if the offense is of sufficient disruption.

2nd Offense - Referred to Board of Education for disciplinary action.

**TRUANCY Code No. 501.1**

A student who is absent from a class, school, or leaves without parental knowledge or consent or without notifying the office will be considered truant. A student, who is truant, is subject to disciplinary action as follows:

1st Offense – Student who is truant has the option to:

1. The student has the option to arrange with their instructor a make up time equivalent to time missed within 5 school days.

2. The student will lose double the amount of time missed on their on-task time towards the grading session.

3. Habitual offenders by their lack of attendance chose to withdraw from the program. They will be given the opportunity to re-apply.

**UNEXCUSED TARDIES**

This regulation is based upon on-task time attendance status guidelines: Habitual tardiness in school may result in loss of credit.

**CLASS DISRUPTIONS**

A student who disrupts or interrupts in any way class activities will be subject to the following disciplinary action:

1st Offense - The teacher will send the student to the CCEOC office. The teacher and student will file an incident report in the CCEOC office. A conference will be held with the student, teacher and administrator if deemed necessary. Appropriate disciplinary action will be taken and parents will be notified.

2nd Offense - The teacher will send the student to the CCEOC office. The teacher and student will file an incident report in the office. A conference will be arranged with the student, teacher, and administrator. Up to three (45 minute) after-school detentions will be assigned.

3rd Offense - The teacher will send the student to the CCEOC office. The teacher and student will file an incident report in the office. A conference with the teacher, student, parent, and administrator will be held to make a decision about dropping or readmitting the student to the CCEOC for the balance of the semester.

Habitual offenders will be referred to the superintendent and/or Board of Education of the resident district for disciplinary action.

**ELECTRONIC DEVICES Code No. 502.11**

Electronic devices including but not limited to, electronic games, cell phones, pagers, laser pointers, portable CD/cassette players, are not to be used by students during the school day on school premises including all buildings and grounds. Electronic devices may cause disruptions and distractions to the learning environment.

Cell phone use in restroom areas and locker rooms is prohibited at all times. Students using these types of devices during school hours will have them confiscated:

1st Offense - returned to student at end of day.
2nd Offense - returned to parent/guardian.
3rd Offense and all others - 1 day of in-school suspension.

The district shall not be liable for the loss or damage of any electronic device confiscated.

Exceptions to the prohibitions set forth in this policy may be made for health, safety, or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

**DISRESPECT AND INSUBORDINATION**

A student who refuses to obey a school rule, regulation, or directive of a school employee, or who is arrogant in speech or conduct is subject to the following disciplinary action:

1st Offense - The teacher will send the student to the CCEOC office. The teacher and student will file an incident report in the office. A conference will be held with the student, teacher, and administrator if deemed necessary. Appropriate disciplinary action will be taken. Parents will be notified.

2nd Offense - The teacher will send the student to the CCEOC office with a referral. The teacher and student will file an incident report in the office. A conference will be arranged with the student, teacher, parent and administrator. Severity of the infraction will determine the amount of after- school detention, in-school suspension, or out-of-school suspension. Habitual offenders will be referred to the superintendent and/or the Board of Education of the resident district for disciplinary action.

**IN-SCHOOL DETENTION**

Detention may be assigned by the classroom teacher or by the administrator. When detentions are assigned, the student will be required to serve a predetermined amount of time during the school day within three days following the notification. Students who fail to serve detention may be given additional

detention periods, and if necessary, may be given an in-school suspension. The CCEOC will notify parent/guardian of assigned detention.

The detention room is a place of quiet study, and students are expected to bring books to detention and to keep themselves busy. There is to be no food, pop, gum, nor sleeping in the detention room. Any student who arrives unprepared, violates detention room rules, or who arrives late for the assigned session, may be assigned an additional detention session.

**IN-SCHOOL SUSPENSION (ISS)**

The purpose of in-school suspension is to impress upon students that there are consequences associated with inappropriate behavior. In-school suspension involves removal from the formal classroom, isolation from friends during the day, and loss of formal instruction. Students are able to earn credit for tests/quizzes/assignments while in ISS. Students also may be required to complete an alternative assignment while in ISS. Failure to complete assignments will result in assignment to a detention period within two school days following completion of ISS.

A student who is assigned to ISS is considered suspended from all school activities for the duration of the suspension (each suspension day counts as 24 clock hours).

Students who violate the rules of the ISS Room may be assigned an additional day of ISS, or may be recommended for out of school suspension or expulsion.

A conference involving parents, administrator and student is optional on the first offense. Such a conference is required after the 2nd and 3rd offenses, and a student who is assigned to ISS for a 4th session during an academic year will be required to attend a conference involving the parent, student, administrator and superintendent. At this conference, notification is to be given that the next offense may result in a recommendation of expulsion to be made by administration to the school board.

**OUT-OF-SCHOOL SUSPENSION (OSS)**

Out-of school suspension (OSS) is used in flagrant disciplinary situations or as a preventative measure to eliminate the possibility of further school disruption or for student safety. Out-of-school suspension carries with it the most severe of penalties that a student can receive.

A student who is out-of-school suspended may be sent home up to ten days and parents will be notified. Parents may have to come to school and pick them up and a brief conference may take place at the time. Students who are on OSS may not return to campus or school for any reason during their suspension unless they are accompanied by their parents or prior arrangements have been made with an administrator. Students on OSS will be given make-up work during their suspension. Make-up work is to be completed during the suspension and returned to the teacher upon their return to the class. Exceptions to this must be agreed upon at the time of suspension. Teachers' may give alternative assignments and tests apart from the regular class assignments. Teachers may also issue credit for the assignments and tests at a reduced value.

Students involved in extra-curricular activities on OSS will not be allowed to participate in those activities during the time of the suspension. This specifically includes practice and/or competitions during the time of suspension.

In all cases of OSS a parent conference will be held to provide for the student's right of due process. A conference will be held for the reinstatement of the student to school.

**TRANSPORTATION CONDUCT Code No. 711.2**

Riding the bus is a privilege and carries the obligation of proper conduct by the riders. Each student is held accountable for his/her own behavior. Upon boarding the bus, students come under the jurisdiction of the district's administration, and violation of school bus rules shall be treated as a violation of any other school rule. The primary authority for enforcement of conduct belongs to the bus driver. Other adults, who may be riding the bus, as coaches or chaperones, shall assist the bus driver in enforcing the rules of bus conduct.

Inappropriate behavior shall result in:

1. Violation of the bus riding rules shall be treated as violation of other school rules. A written report shall be filed with the resident district school transportation director who shall immediately contact appropriate resident district school principal. The building principal will assign the student to detention and the student's parents will be contacted.

2. Upon subsequent instances of misbehavior, the above procedures shall be followed but additionally, the student will be disciplined according to resident district school's transportation guidelines.

**ASSEMBLIES**

Assemblies will be scheduled in advance, through the principal's office. Student attendance at assemblies is always required.

**CODE OF CONDUCT FOR THE AUDITORIUM**

Enter the auditorium with an attitude of respect. Enter quietly, do not yell to friends, and go directly to your seats.

Give your attention to the speaker of the performing group on the stage. Those on stage are guests and to be treated with courtesy. The impression that a speaker or performing group has of resident school districts students will be expressed in many places. Sincere applause is the best way to express appreciation to the performers. Do not talk to others while a speaker is talking or when someone is performing.

**CCEOC SCHOOL DRESS AND GROOMING CODE Code No. 502.1**

The matter of dress must be considered in its relation to the process of education. The purpose of our school is to provide an education to all attendants. The dress code, along with code of conduct is solely to avoid having the center of attention diverted from the primary aim of the school--namely, education.

The following dress code has been adopted by the Board of Education:

"Appropriateness is the criterion for dress and grooming in the Atlantic Community Schools. Getting an education is the chief function of the student; while in school all attire and grooming should be appropriate to and promote that function." In further definition of the intent of the Board in this regard, the following general statements are adopted:

POLICY STATEMENT: An individual's grooming, the way she/he dresses, and how she/he behaves do have a bearing on how others react to her/him. If a style of dress demonstrates a threat to the safety and health of self or others, it will not be permitted in school.

GENERAL STATEMENT: We encourage students to dress in a fashion that reflects good taste and style appropriate for a school day.

An individual's dress, personal appearance and cleanliness, like her/his behavior, should reflect a sensitivity to and respect for others. The fact that the school permits wide variety of school clothes does not mean that all styles are equally appropriate.

REGULATIONS: Although this is not an attempt to include all items, the following types of clothes will be excluded:

1. Articles and clothing which display indecent pictures or slogans.
2. Clothing which permits inappropriate exposure of the body.
   A. Short-shorts, midriff shirts, "spaghetti-strap" tops/dresses, tube tops, or tops revealing undergarments or bare skin are not allowed.
   B. Tank tops with less than 2 inch wide straps must be worn with a shirt with sleeves.
   C. Any garment that displays excessive cleavage.
   D. Baggy shorts or pants worn below the waistline will not be permitted (underwear, including boxers, are covered completely by outerwear).
3. Articles and clothing which could cause damage/injury to other students or disrupt the normal functioning of the school.
4. Bare feet or stocking feet.
5. Hats, caps, bandanas, and headscarves may not be worn in school.
6. Any item of clothing that advertises or promotes tobacco, alcohol, or controlled substances.
7. Articles and clothing that display double-meaning slogans.
8. Coats and jackets upon arrival to school should be placed in the student's locker and should not be worn throughout the day unless permission is granted from the nurse or principal's office.

Students inappropriately dressed are required to change their clothing or leave the school.

## PERMIT TO LEAVE THE BUILDING

Before any pupil leaves the building during school hours she/he must secure a permit to do so from the office.

## SEARCH AND SEIZURE Code No. 502.8

School district property is held in public trust by the school board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

## ACTIVITY CARDS

Activity cards are available for the 2013-2014 school year and will entitle the student to admission to all regularly scheduled athletic events, music, and dramatic performances. Students should support the activity program. All participants in major activities are required to offer their support by the purchase of an activity card.

## FIRE DRILL REGULATIONS Code No. 507.5

The fire signal is the sound of the siren. Each group meeting or class will be organized for fire evacuation by the teacher. The teacher may ask you to shut off the lights or close a window in this situation, so please comply with this request for your own safety and the safety of others. Once you have exited the

building, then you should move to a safe distance from the building as instructed by your teachers. Teachers and administrative assistant should take an emergency kit and their attendance roster with them and take attendance upon arrival to assigned area. All fire alarms should be treated as a real alarm, no exceptions!!!
No one should reenter the building until a long continuous bell sounds.

## FIRE EVACUATION PLAN

Follow posted fire evacuation plan per classroom posting.

If you can't exit in the described manner, then your classroom has alternative evacuation routes such as windows that serve as fire exits. Learn your alternative routes for each of your classrooms and if you don't them, ask your instructor.

## TORNADO ALERT

In the event of a tornado alert, students will move in an orderly fashion to the areas as designated below and will remain in these areas until the ALL CLEAR is given. The tornado signal will be an intermittent sound of the bell system.

Room 1-5, Office, Gym, Kitchen Move to designated tornado shelter.

Faculty members should go with the students to the assigned area and provide supervision. Teachers and administrative assistant should take an emergency kit and their attendance roster with them and take attendance upon arrival to assigned area.

When possible, one should take cover under tables or other equipment that will give protection from falling debris. At all times one should turn her/his back to the windows. In case of an alert, the key will be CALMNESS AND COMMON SENSE.

## GUIDANCE SERVICES

The guidance services are designed to help students. Counselors are on duty to offer assistance in selection of high school classes, in career and educational planning, and with personal concerns.

The guidance information center provides resources to help students with career and educational decisions. Interest and aptitude testing can be arranged with a counselor. You may see a counselor before, after, or during your designated study times.

Anything told a counselor would be held in complete confidence. You can be sure that what you say to a counselor will not be passed on without your permission. Go to the Guidance Department whenever you need assistance.

**EXCLUSION FOR COMMUNICABLE DISEASES (504.2R)**

The following are local health policies for minimal exclusion and re-admittance of ill students into the school system:

1. Arrangements will be made to send children home upon the school nurse's discretion, if they exhibit a fever of one degree above normal, or if they are not performing well in the classroom due to symptoms suggesting illness.

2. Children should be fever free for 24 hours before returning to school after an illness.

3. Children should be symptom free from stomach flu, vomiting, or diarrhea for at least 12 hours before returning to school.

4. Children should be excluded from school a minimum of 7 days from the onset of chicken pox, if all lesions are dry.

5. Children with bacterial conjunctivitis should be excluded from school for a minimum of 24 hours after antibiotic eye medication is started, and readmitted if there is not current purulent eye discharge.