

STUDENT HANDBOOK



Career Center

2015-2016



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SECTION I
GENERAL INFORMATION

| | |
|---|----|
| VISION | 5 |
| MISSION OF THE SCHOOL | 5 |
| SCHOOL HISTORY | 5 |
| 2015-2016 STUDENT HANDBOOK | 6 |
| FOREWORD | 6 |
| EQUAL EDUCATION OPPORTUNITY | 7 |
| SCHOOL DAY | 7 |
| CALENDAR | 8 |
| STUDENT RIGHTS AND RESPONSIBILITIES | 9 |
| STUDENT WELL-BEING | 9 |
| INJURY AND ILLNESS | 9 |
| ENROLLING IN CENTRAL NINE CAREER CENTER | 10 |
| SCHEDULING AND ASSIGNMENT TO SPECIFIC PROGRAMS | 10 |
| EARLY DISMISSAL | 10 |
| TRANSFER OUT OF SCHOOL | 10 |
| WITHDRAWAL FROM SCHOOL | 11 |
| IMMUNIZATIONS | 11 |
| USE OF MEDICATIONS | 11 |
| SELF-ADMINISTERED PRESCRIPTION MEDICATION | 12 |
| SELF-ADMINISTERED NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS | 12 |
| DIABETES MANAGEMENT AND TREATMENT PLAN | 13 |
| CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS | 13 |
| CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES | 13 |
| SPECIAL EDUCATION | 14 |
| PROTECTION AND PRIVACY OF STUDENT RECORDS | 15 |
| STUDENT FEES AND CHARGES | 16 |
| STUDENT AND/OR PROGRAM FUND RAISING | 17 |
| STUDENT VALUABLES | 17 |
| LUNCH AND/OR MEAL PROGRAM | 17 |
| FIRE, TORNADO AND SAFETY DRILLS | 18 |
| EMERGENCY CLOSINGS AND DELAYS | 18 |
| SAFETY AND SECURITY | 19 |
| VISITORS | 19 |
| USE OF SCHOOL EQUIPMENT AND FACILITIES | 20 |
| TECHNOLOGY USE AGREEMENT | 20 |
| LOST AND FOUND | 23 |
| STUDENT SALES | 23 |
| USE OF OFFICE TELEPHONE | 23 |

| | |
|--|----|
| USE OF WIRELESS COMMUNICATION DEVICES (WCD)..... | 24 |
| ADVERTISING OUTSIDE ACTIVITIES..... | 26 |

SECTION II ACADEMICS

| | |
|---------------------------------|----|
| COURSES OFFERED 2015-2016 | 26 |
| FIELD TRIPS | 27 |
| GRADES..... | 28 |
| ACADEMIC DISHONESTY | 29 |
| ENROLLMENT IN DUAL CREDIT..... | 29 |
| AWARDS | 30 |

SECTION III STUDENT ACTIVITIES

| | |
|---|----|
| SCHOOL-SPONSORED CLUBS AND ACTIVITIES | 31 |
| NATIONAL TECHNICAL HONOR SOCIETY | 31 |
| NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES..... | 32 |
| STUDENT EMPLOYMENT..... | 32 |

SECTION IV STUDENT ATTENDANCE

| | |
|--|----|
| ATTENDANCE..... | 32 |
| TRUANCY | 33 |
| TRUANCY COURT..... | 33 |
| EXEMPT ABSENCES | 33 |
| EXCUSED ABSENCES..... | 34 |
| AUTHORIZED ABSENCES | 35 |
| (OUT-OF-SCHOOL-SUSPENSIONS) | |
| UNEXCUSED ABSENCES | 35 |
| NOTIFICATION OF ABSENCE..... | 35 |
| WAIVER PROCEDURE..... | 36 |
| TARDINESS..... | 36 |
| VACATIONS DURING THE SCHOOL YEAR | 37 |
| MAKE-UP OF TESTS AND OTHER SCHOOL WORK | 37 |

SECTION V STUDENT CONDUCT

| | |
|---|----|
| STUDENT BEHAVIOR STANDARDS..... | 37 |
| EXPECTED BEHAVIORS | 38 |
| CLASSROOM ENVIRONMENT..... | 38 |
| DRESS AND GROOMING | 38 |
| UNACCEPTABLE CONDUCT..... | 40 |
| CARE OF PROPERTY | 44 |
| ENFORCEMENT OF STUDENT BEHAVIOR AND CODE OF CONDUCT | 44 |
| DISCIPLINE..... | 45 |

REMOVAL/ISS – IN-SCHOOL SUSPENSION45
(ASSIGNED BY ADMINISTRATION
OSS – OUT-OF-SCHOOL SUSPENSION47
(ASSIGNED BY ADMINISTRATION)
EXPULSION FROM SCHOOL47
(ASSIGNED BY ADMINISTRATION AND HOME/SENDING SCHOOL ADMINISTRATION)
EXPULSION FOR FIREARMS POSSESSION47
DUE PROCESS RIGHTS47
SEARCH AND SEIZURE.....48
USE OF DOGS48
USE OF BREATH-TEST INSTRUMENTS49
STUDENT RIGHTS TO EXPRESSION49

SECTION VI
TRANSPORTATION

BUS TRANSPORTATION50
DRIVING/PARKING REGULATIONS.....50
DRIVING (FLEXIBLE SCHEDULING, JOB SHADOWING, INTERNSHIP, CO-CURRICULAR
OPPTUNITIES, SPECIFIC FIELD TRIPS, COMPETITIONS AND COLLEGE DAYS)51

APPENDIX A

GUIDELINES FOR DISCIPLINE INFRACTIONS.....52
STUDENT/PARENT SIGNATURE56
NOTES.....57

SECTION I

GENERAL INFORMATION

VISION

Closing GAPS for Today, Tomorrow, & the Future: Skills Matter!
GROW*ACHIEVE*PREPARE*SUCCEED

MISSION OF THE SCHOOL

“We provide the necessary facilities, appropriate equipment, technological instruction, and learning environment relevant to business and industrial needs in order to enhance student success.”

NOTE:

This student handbook is based in significant part on policies adopted by the Central Nine Governing Board and administrative guidelines developed by the director. Those policies and guidelines are incorporated by reference into provisions of this student handbook. Policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in the student handbook since it was adopted on July 9, 2015. If you have questions or would like more information about a specific issue or document, contact the principal or the director. You may access the document on Central Nine Career Center’s website: www.central9.k12.in.us by clicking on and finding the specific policy or administrative guideline in the Table of Contents for that section. A copy is also available in the principal’s and director’s office.

SCHOOL HISTORY

Central Nine Career Center is an area career/technical school dedicated to the development of the knowledge and skills necessary to prepare students for employment in a chosen career and/or furthering their education at a post-secondary institution. Central Nine is located at 1999 U.S. 31 South in Greenwood, Indiana, and provides career and technical education for a geographic area that encompasses all of Johnson County, the southeast township of Morgan County, and a main portion of the southern third of Marion County including students transported to those districts from the Indianapolis Metropolitan area. The school serves eight school corporations, which send students from nine high schools. Those high schools are: Beech Grove High School, Center Grove High School, Franklin Central High School, Franklin Community High School, Greenwood High School, Indian Creek High School, Perry Meridian High School, Southport High School, and Whiteland Community High School.

The doors to Central Nine opened in the fall of 1972 after a feasibility study was initiated in August, 1969. The school now consists of seven buildings including approximately 125,032 square feet of classrooms, laboratories, offices, and other instructional resource facilities on 65 acres. It is designed to

accommodate 850-900 students for each of its two sessions per day for a total of 1,700-1,800 total students. A building project was initiated in the fall of 2007 and phase one was completed in the summer of 2008. This phase of the building project added a new restaurant, more health science classrooms, a large group instruction room, and main office. There have been several program area upgrades included in this project. A second phase of our building project began in March of 2009 and includes more program and facility upgrades. Phase two was completed in the summer of 2009. Phase three of our building project started in May of 2010 and was finished at the end of the 2010/2011 school year.

This school year, Central Nine will offer 26 varied career and technical programs, two of which are held off-campus at post secondary institutions. All programs are funded by the sending school corporations. Each student attends either the A.M. or P.M. session every school day and the remainder of the student's school day is spent at the home high school so that he/she may complete the required courses for graduation and participate in extracurricular activities. Most programs offer dual credit and/or certification.

2015-2016 STUDENT HANDBOOK

Welcome to Central Nine Career Center. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Governing Board publishes this updated student handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this student handbook with their child. Teachers will review this student handbook with their students during the first week of school. Each student will complete a small quiz over the student handbook acknowledging all rules and policies in place for Central Nine Career Center. Students will be expected to sign and return quiz with parental signature indicating that they have read and understood the provisions in the student handbook.

Thank you for taking the time to become familiar with the important information in this student handbook. This student handbook was adopted by Central Nine Career Center's Governing Board on July 9, 2015.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain governing board policies and guidelines. Please take time to become familiar with the following important information contained in this student handbook and keep the student handbook available for

frequent reference by you and your parents. If you have any questions that are not addressed in this student handbook, you are encouraged to talk to the counselor or principal. This student handbook replaces all prior handbooks and other written material on the same subjects. This student handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the governing board policies and the school’s rules as of July 9, 2015. If any of the policies or administrative guidelines referenced herein revised after July 9, 2015, the language in the most current policy or administrative guideline prevails. Copies of current governing board policies and administrative guidelines are available from the director and on the corporation’s website.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this corporation to provide an equal education opportunity for all students. Any person who believes that central Nine Career Center or any staff member has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint A formal complaint may be made in writing to Central Nine Career Center’s Compliance Officer listed below:

Dr. David Edds
Director
317-888-4401 x270

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten school days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will Central Nine Career Center threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

| | |
|-------------------------|---|
| 7:30 a.m. – 8:00 a.m. | School Open |
| 8:00 a.m. – 10:40 a.m. | MORNING SESSION (15 minute scheduled break) |
| 10:40 a.m. – 11:00 a.m. | School Open |
| 11:00 a.m. – 11:30 a.m. | Teacher’s Lunch/Office Open |
| 11:30 a.m. – 11:40 a.m. | School Open |
| 11:40 a.m. – 2:20 p.m. | AFTERNOON SESSION (15 minute scheduled break) |
| 2:20 p.m. – 3:00 p.m. | School Open |

CALENDAR
2015-16 School Calendar

July 21 & 23: Student Registration (7:30 am – 7:30 pm)
July 27-28: Teacher in-service
July 29: First day for students
Aug. 18: Open house for current parents/students
Sept. 7: Labor day (no school)
Oct. 9: End of first quarter
Oct. 12: Fall break begins, no school (2 weeks)
Oct. 26: Classes resume
Nov. 6: College day
Nov. 25-27: Thanksgiving vacation
Dec. 3: Open house for prospective parents/students
Dec. 18: End of second quarter/semester; last day for teachers/students
Dec. 21: Winter break begins, no school
Jan. 4: Teacher in-service
Jan. 5: Classes resume
Jan. 18: Martin Luther King Day, no school (possible snow makeup day)
Feb. 15: Presidents' day, no school (possible snow makeup day)
March 4: End of third quarter
March 18: Last day for teachers/students prior to Spring Break
March 23: Spring break begins, no school (2 weeks)
April 4: Classes resume, start of fourth quarter
May 6: Awards day
May 26: End of fourth quarter/second semester
May 27: Teacher In-Service

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Central Nine Career Center are designated to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. mail, hand delivery, electronic mail and/or a phone call may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counselor.

Adult students (age 18 and older) are expected to follow all of Central Nine Career Center's rules. If residing at home, adult students should include their parents in their educational process and decision making.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills and safety drills in the event of a terrorist or other violent attack, accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

ENROLLING IN CENTRAL NINE CAREER CENTER

All students must enroll in the corporation (home/sending school) in which they have legal settlement, unless other arrangements have been approved by that school. Prior to attendance at Central Nine Career Center, enrollment and/or permission to attend Central Nine Career Center will be checked with the home/sending school.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHEDULING AND ASSIGNMENT TO SPECIFIC PROGRAMS

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Both the home/sending school and Central Nine Career Center have agreed upon this schedule. Any changes in a student's schedule should be handled through Central Nine Career Center's counselor. Central Nine Career Center's counselor will work in conjunction with the home/sending school with any schedule and/or program change. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Program changes may result in the student returning to their home/sending school. Other changes will not be made.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a written request signed by a person whose signature is on file in the school office. When making a verbal request for early dismissal either by telephone or in person, the parent, guardian, or their designee must sign the student out at the main office. In the case of an emergency, a student will be dismissed with a phone call only after administration has verified the appropriate contacts. No student will be released to a person other than a custodial parent(s), guardian(s) or without permission by the custodial parent(s) or other legal authorization.

TRANSFER OUT OF SCHOOL

If a student plans to transfer from Central Nine Career Center, the parent must notify both Central Nine Career Center's counselor and the home/sending school's counselor. Central Nine Career Center's school records shall be transferred within 14 days to the home/sending school which will forward all school information to the new school corporation.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from Central Nine Career Center and the home/sending school without an exit interview with the home/sending school principal and/or a designee who must agree to the withdrawal. The home/sending school principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of 18 who withdraws from school or revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job. No textbook and/or parking pass refunds will be given when a student withdraws from Central Nine Career Center.

IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State board of Health that all immunizations required by law are current. These records will be kept with the home/sending school. Certain programs at Central Nine Career Center may require specific immunizations prior to enrollment.

From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the home/sending school superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the principal.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medications during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
- E. Students who may require administration of an emergency medication may have such medication stored in the principal's office. However, if authorization for self-medication has been provided by the parent and physician, the student may retain possession of self-administered medications.

- F. Central Nine Career Center may send home medication that is possessed by the school for administration during school hours or at school functions with a student of the student's parent provides written permission for the student to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. If given in the office, a log for each prescribed medication shall be maintained, which will note the personnel giving the medication, the date and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

SELF-ADMINISTERED PRESCRIPTION MEDICATION

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

- A. The physician's statement must include the following information:
 - 1. An acute or chronic disease or medical condition exists for which the medication is prescribed.
 - 2. The student has been given instruction as how to self-administer the medication.
 - 3. The nature of the disease or medical condition requires emergency administration of the medication.

Central Nine Career Center, the Governing Board, or its employees are not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act of omission accounting to gross negligence or willful and wanton misconduct.

SELF-ADMINISTERED NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student.

Parents may authorize Central Nine Career Center to allow the student to self-administer non prescribed medications. Student and parents must fill out this form, which is available in the principal's office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the principal's office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provisions of the code.

DIABETES MANAGEMENT AND TREATMENT PLAN

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because Central Nine Career Center has a high concentration of people, it is necessary to take specific measures when health or safety of the group is at risk. Central Nine Career Center's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the local and state health departments.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines and/or by local and state health departments' guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

Central Nine Career Center has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the county health department. Central Nine Career Center will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B and other diseases that may be specified by the state board of health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SPECIAL EDUCATION

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to the students, but all individuals who have access to the Central Nine Career Center's programs and facilities.

The law defines a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The home/sending school has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate school education in the "least restrictive environment." The home/sending school and Central Nine Career Center provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the home/sending school and Central Nine Career Center encourages the parent to be an active participant. To inquire about the procedure, a parent should contact their home/sending school counselor or Central Nine Career Center's counselor.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the home/sending school and Central Nine Career Center, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in their program, should contact either their home/sending school counselor or Central Nine Career Center's counselor at 317-888-4401 x 231.

PROTECTION AND PRIVACY OF STUDENT RECORDS

Central Nine Career Center maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the governing board to disclose any or all “directory information” upon written notification to the governing board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the governing board’s annual Family Education Rights and Privacy Act (FERPA) notice.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to either the principal of your home/sending school or Central Nine Career Center’s principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of Central Nine Career Center’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- G. religious practices, affiliations or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information a parent may access includes:

- A. activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses: FERPA@ed.gov and PPRA@ed.gov

STUDENT FEES AND CHARGES

Central Nine Career Center charges specific fees for the activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees and add-on fees for loss or damage to school property. The school and staff do not make a profit. To view this form (Textbook, Workbook Fee Chart), you may receive a copy from the principal's office.

Fees may be waived in situations where there is a financial hardship. However, charges for student handbooks, technology, student I.D.'s, workbooks and/or textbooks that the students get to keep, cannot be waived.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fees and/or charges may result in the withholding of grades and credits. Students and/or parents may be held legally responsible to pay fees and/or any additional costs.

STUDENT AND/OR PROGRAM FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members and members of the community in accordance with Central Nine Career Center and/or program guidelines. The following general rules will apply to all fundraisers:

- A. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- B. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as “runs for...”, will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- C. Students who do not turn in unsold items and/or pay for items ordered, will be financially responsible for those items.
- D. Students may not sell any item or service in school without the prior approval of principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and automobile parts are tempting targets for theft and extortion. Central Nine Career Center cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. This includes items left unattended in an unlocked car or bed of a truck. When entering the building daily, students need to make sure all doors on their vehicle have been securely locked.

Specific programs may require each student to purchase specific supplies and/or equipment to participate in the class or program. Central Nine Career Center cannot be responsible for items stored in the lockers.

LUNCH AND/OR MEAL PROGRAM

Central Nine Career Center does not participate in the National School Lunch Program nor does it provide lunches for the students. Lunch is available at the home/sending school.

Central Nine Career Center does provide vending machines for student use and opportunities for students to purchase snack items through our Culinary Careers program. Students may purchase drinks and snacks prior to the start of school, during breaks and after school. Each program and teacher has specific classroom management plans stating whether drinks and/or food are allowed in their classroom and/or labs.

FIRE, TORNADO AND SAFETY DRILLS

Central Nine Career Center complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a P.A. announcement.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property or other acts of violence.

EMERGENCY CLOSINGS AND DELAYS

If Central Nine Career Center must be closed or the opening delayed because of inclement weather or other conditions, Central Nine Career Center's administration will notify the following television stations:

WRTV – Channel 6
WISH – Channel 8
WTHR – Channel 13
FOX – Channel 59

A phone message will be made by Central Nine Career Center whenever possible to inform students about school delays, closings, etc. Students should always follow their home/sending school schedule concerning delays and closings, unless your home/sending school is open and Central Nine Career Center is closed or on a delay. Parents and students are responsible for knowing about emergency closings and delays.

SAFETY AND SECURITY

Central Nine Career Center is very concerned about the safety of our students and staff. The following procedures will be followed:

- A. All visitors must sign in at lobby guard and then report to the main office when they arrive at school.
- B. All visitors are given and required to wear a visitor's pass while they are in the building.
- C. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a visitor's pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school day are closed off.
- G. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to school in order to prevent any inconvenience.
- H. Students may not bring visitors to school with them during the school hours.
- I. A person is stationed at the main entrance/principal's office of Building A to greet visitors.
- J. Students are required to carry C9 identification cards with them at all times in school or on school property in case of an emergency situation.
- K. All Central Nine Career Center employees are to wear identification badges/name tags while on campus.
- L. Central Nine Career Center may utilize video surveillance and electronic monitoring in order to protect school property, promote security and protect the health, welfare of students, and safety of staff and visitors.

VISITORS

Visitors, particularly parents, are welcome at Central Nine Career Center. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without a Lobby Guard pass and/or a Central Nine badge shall be reported to the principal and escorted off the premises. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

TECHNOLOGY USE AGREEMENT

Technology Usage

Responsibilities of Central Nine Career Center Technology Users:

Central Nine Career Center is pleased to offer its students access to both a school-wide network for sharing educational software as well as access to the global network known as the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning. It should be understood that the above-mentioned benefits and value to our students' education is a shared responsibility shared among students, parents and school employees. If this endeavor is looked upon as a cooperative effort to prepare students for the 21st century, it will without a doubt, be much more successful. In addition to the Internet, our students are exposed to a number of technological devices including, but not limited to, DVD players, VCR's, Televisions, Handheld computing devices, cassette players, film projectors, and a multitude of other items to numerous to mention.

In order to provide access to information and to communicate with others throughout the world, Central Nine Career Center provides and maintains a substantial network infrastructure. Due to the complexities and openness of these networks and the variety of information available, it is important that users adhere to these guidelines to ensure continuing trouble free operation.

Making Internet access available carries with it the potential that someone might encounter information that some have identified as controversial and of potential harm to others. Central Nine Career Center is dedicated to providing a safe educational environment. To this end, and to ensure our compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) we utilized filtering technology that blocks access to 1) Obscenity 2) Child Pornography and 3) Materials harmful to minors on ALL corporation computers including student, staff and administrative computers. For staff members participating in verifiable research, the CIPA does allow for temporary disabling of the filter. Disabling of the filter for minors is not permissible.

Given the constantly changing information environment, it is not possible to guarantee that all controversial materials will be totally eliminated on the schools' network system (congruent with the CIPA and N-CIPA). At the same time, school officials want to make sure that users of corporation owned technology are aware of the their responsibility to use the resources in an ethical and educational manner. The focus should shift from controlling the environment to providing individual users with the

understanding and skills needed to use the our technology system in ways appropriate to their individual educational needs.

Taking into account the above-mentioned statements, Central Nine Career Center believes that parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, Central Nine Career Center makes our complete technology usage policy and procedures available upon request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

With the rights and privileges of technology usage come certain responsibilities. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network use privileges and other disciplinary measures:

Ethical and Educational Use. The user has full responsibility to use the Network system in an ethical and educational manner. Students are not permitted to use either the school wide network or the Internet without permission of and must be supervised by a member of the professional staff of Central Nine Career Center. Privileges to use the Network may be revoked, if it is determined that an individual has abused this privilege. The administration will be sole arbiter of what constitutes this abuse.

Never share your password with anyone. The user has full responsibility of the use of an account. Violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of the account.

Do not knowingly degrade the performance of the network. Chain letters, mail bombs and music downloads are examples of activities prohibited by these guidelines.

Obey the rules of copyright. Technology users must respect all copyright issues regarding software, information, and attributions of authorship. **No software whether commercial or shareware may be installed on the system without the express permission of the network administrator.** It is understood that all student and staff members will respect current copyright laws as they pertain to ANY technology device used on school premises. This includes the public exhibition of any copyrighted material.

Posting personal communications to a public forum without the original author's prior consent is prohibited. To do this is a violation of the author's privacy. However, all messages posted in a public forum such as news groups or aliases email may be copied in subsequent communications, so long as proper attribution is given.

Use of the network for any illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.

Avoid the spread of computer viruses. "Computer viruses" are programs that have been deployed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the Network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law. **Additionally, users who**

introduce viruses to the system through negligence may be required to pay restitution for damages incurred.

Chat rooms, non-school email servers and public proxy servers are prohibited. The student use of chat rooms and home emails servers causes personal risks to students that we as a school corporation cannot manage. Student email should be channeled through our student email server when appropriate.

Use appropriate language. Profanity or obscenity will not be tolerated. All participants should use language appropriate for school situations as indicated by school codes of conduct.

Avoid Offensive or inflammatory speech. Internet users must respect the rights of others both in the local community and in the Internet as large. Personal attacks are an unacceptable use of the network. If you are a victim of such messages, bring the incident to the attention of a teacher or system administrator.

Harassment of any form will not be tolerated. Communication on our network system should be of a professional nature. Messages intending to harass, annoy, bother or disrupt the educational mission of Central Nine Career Center are strictly prohibited. Additionally, any person violating this policy will be subject to disciplinary action and, depending upon the nature of the harassment, may be submitted for judiciary action as well.

Impersonation, anonymity, or pseudonyms are not permitted. As an educational network, we believe that individuals must take responsibility for their actions and words.

Accessing, uploading, downloading or distributing inappropriate materials are not permitted. Internet users must realize that accessing, uploading, downloading or distribution of pornographic, obscene, or sexually explicit material is strictly prohibited, and will not be tolerated in any manner.

Accessing another individual's materials, information, or files without permission is prohibited. Network users must respect the rights of others' electronic property and not access or otherwise use or tamper with such property without permission from the owner.

Peer to Peer file sharing applications are strictly prohibited. Due to frequent copyright infringements, virus issues, and network performance issues, the use of such applications is prohibited by all students and staff members.

That the use of technology is a privilege which may be revoked at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of Central Nine Career Center or any organizations, groups, and institutions with which the corporation is affiliated. The administration will be the sole arbiter of what constitutes this unacceptable behavior.

That Central Nine Career Center reserves the right to review any material stored in files or other media format and will edit or remove any material that the administration believes may be unlawful, obscene, abusive, or otherwise objectionable.

That all information services and features contained on the Network/Internet system or other media format are intended for the educational use of its patrons, and any commercial or unauthorized use of those materials or services in any form, is expressly forbidden.

To abide by all the rules and regulations of the system usage as described by the system administrator of Central Nine Career Center's network system.

In consideration for the privilege of using the Central Nine Career Center's Network/Internet system and in consideration for having access to the information contained on it, I hereby release Central Nine Career Center and all organizations, groups and institutions with which the Central Nine Career Center Network/Internet system is affiliated for any and all claims of any nature arising from my use, or inability to use, the Network/Internet system.

My access to any use of any technology device is subject to limitations as may be established by the administrators of the system, and may be changed at any time without notice.

I understand that Central Nine Career Center employs a third-party web filter to attempt to "filter out" known sites of unwanted and/or objectionable material, there still exists the possibility that undesired material and communications may be received on school owned equipment. Additionally, I will make no attempt to bypass these protections.

That the use of the Central Nine Career Center's technology devices and network system is a privilege that may be revoked at any time for abusive conduct. Such conduct is described within the document "Responsibilities of Central Nine Career Center Technology Users".

By signing the technology usage agreement, you are indicating that you have read this document and agree to the terms described within it. The administration will be the sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.

LOST AND FOUND

The lost and found area is in the principal's office. Students who have lost items should check with the secretary and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each nine weeks.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal.

USE OF OFFICE TELEPHONE

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students may use office phones to contact parents relating to school business.

USE OF WIRELESS COMMUNICATION DEVICES (WCD)

Students may use wireless communication devices (WCDs) before and after school and in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during after school activities (e.g. extracurricular activities) and at school related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off and stored out of sight.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Students may use WCDs while riding on a school bus or board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- B. The student has a special health circumstance (e.g. an ill family member or his/her own special health condition).
- C. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher’s permission and supervision. The preceding prohibitions do not apply to board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted unless authorized by the building

principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated, parent will be called, the device will be held for evidence, and the student will receive suspension/expulsion dependent on severity of the situation.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms and any other area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

“Sexting” is prohibited while on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty; likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by corporation staff will be marked in a removable manner with the student’s name and held in a secure location in the building’s central office until it is retrieved by the parent/guardian. WCDs in corporation custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses

occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The governing board assumes no responsibility for theft, loss, damage or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

ADVERTISING OUTSIDE ACTIVITIES

No announcements, signs, or postings of outside activities will be permitted without the approval of the building principal. A minimum of one school day's notice is required to ensure the principal has had the opportunity to review the announcement or posting.

SECTION II

ACADEMICS

COURSES OFFERED 2015-2016

The following is a list of courses offered at Central Nine:

Advanced Manufacturing

Aviation

Maintenance

Operations

Cosmetology

Culinary Arts

Computer Technology

Computer Programming

Electronics & Computer Technology

Construction Trades

Dental Careers

Health Sciences

PLTW Bio-Med

Health Science I

Health Science II -Nursing
Health Science II -Pharmacy
Health Science II -Medical Assisting
Landscape/Horticulture
Precision Machining
Protective Services
Criminal Justice
Emergency Medical Services
Fire and Rescue
Transportation
Auto Collision Repair Technology
Automotive Service Technology
Diesel Service Technology
Visual Communications
Veterinary Careers
Welding Technology
Work-Based Learning

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of Central Nine Career Center's co-curricular and extra-curricular programs. No student may participate in any school-sponsored trip without parental consent.

While Central Nine Career Center encourages the student's participation in the field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. All school rules and procedures apply when students are on a field trip. If there is a violation of a school rule or procedure, the student may become responsible for the cost of an expedited return trip home. School attendance procedures apply no matter if a student chooses or is allowed to attend a field trip. Students who violate school rules or procedures may lose the privilege to go on further field trips and will be disciplined, which could include suspension.

Some field trips may have a cost associated with them. This may include, but is not limited to: cost of driver and gas, cost of lunch, cost of admittance, etc.

GRADES

Central Nine Career Center has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

“A” represents superior work

“B” represents above average work

“C” represents average work

“D” represents below average work

“F” represents failing or unsatisfactory work

“I” indicates incomplete or unfinished work

Central Nine Career Center uses the following grading scale:

| | |
|---------|-----|
| 100 | A+ |
| 92 – 99 | A |
| 90 – 91 | A- |
| 88 – 89 | B+ |
| 82 – 87 | B |
| 80 – 81 | B - |
| 78 – 79 | C+ |
| 72 – 77 | C |
| 70 – 71 | C- |
| 68 – 69 | D+ |
| 62 – 67 | D |
| 60 – 61 | D- |
| 00 – 59 | F |

(Specific classes aligned with colleges, dual credit, specific programs, etc., may use a different grading system. Please check with your teachers’ specific grading system used.)

Below is the Aviation Maintenance (Vincennes University) grading scale. This grading scale is different than Vincennes University’s grading scale on campus.

| | |
|----------|----|
| 94 – 100 | A |
| 90 – 93 | A- |
| 87 – 89 | B+ |
| 83 – 86 | B |
| 79 – 82 | B- |

| | |
|---------|----|
| 76 – 78 | C+ |
| 73 – 75 | C |
| 70 – 72 | D |
| 00 – 69 | F |

All report cards and progress reports will be hand delivered to the students. Report cards and progress reports will be electronically sent to those parents and/or students who provide Central Nine with an electronic address. Parents and students may view their grade any time by going on-line through our school software. Grades will also be reported to the home/sending school so they may be placed on their report cards on the student's permanent records.

Semester grades are calculated (not including semester finals) as a running average of the entire semester. They are not calculated by averaging the first and second nine weeks grades.

ACADEMIC DISHONESTY

The conduct of a student that demonstrates any form of cheating and/or academic dishonesty will be disciplined according to the seriousness of the incident. Any form of academic dishonesty outside the classroom/class work could result in discipline ranging from suspension to expulsion, dependent on the severity of the offense.

- A. Cheating shall consist of submitting any homework, quiz, test, project, etc. that is not one's own work.
- B. Cheating shall also mean willingly allowing or helping another person to submit work that is not his/her work by copying, retyping or reproducing the original work by computer.
- C. Cheating in class or on class work could result in (but is not limited to):
 - 1. First offense: The assignment, quiz, test or project will receive a zero (0%). The offense will be documented in the student discipline file.
 - 2. Second offense: The assignment, quiz, test or project will receive a zero (0%). The student will receive a one day out-of-school suspension. A parent and student meeting with the teacher and administrator will be required before the student may return to school/class
 - 3. Third offence: Student will fail the semester/course and possible expulsion.

ENROLLMENT IN DUAL CREDIT

Any student enrolled in the 11th or 12th grade may enroll to receive dual credit providing s/he meets the requirements established by law, Central Nine Career Center and the university issuing the dual credit. Any interested student should contact Central Nine Career Center's counselor or teacher to obtain the necessary information on enrollment.

AWARDS

Student Achievement Award – This award is presented to the outstanding senior in each program. To be eligible to receive this award students must complete two years in the same program. Exceptions to completing two years in the same program are those programs that are considered only one year programs. This award is determined by the instructor and principal. Only one student may earn this award. This award consists of an engraved plaque presented to the student at the annual awards day program.

First-Year Award of Merit – This award is presented to first-year students in each program who have done outstanding work in their program area. To be eligible to receive this award students must be a first-year student. This award is determined by the instructor. Up to a total of four students may earn this award. This award consists of a certificate presented to the student at the annual awards day program.

Second-Year Award of Merit – This award is presented to second-year students in each program who have done outstanding work in their program area. To be eligible to receive this award students must be enrolled in the same program for two years. This award is determined by the instructor. Up to a total of four students may earn this award. This award consists of a certificate presented to the student at the annual awards day program.

Perfect Attendance – This award is presented to any student who has perfect attendance. To be eligible to receive this award students must have perfect attendance except for school related absences such as field trip, weather delay, home school not in session, etc. Also to be eligible students must have one or less tardies to qualify. This award is determined by the counselor. This award consists of a certificate presented at the end of each semester (fall and spring) and a certificate at the end of the year for perfect attendance in both semesters.

Performance Profile – This award is presented to any student who completes a program (one or two years). This award is determined by the instructor and the counselor. This award consists of a certificate displaying the competencies of each individual student. This award will be presented the last day of school the student attends Central Nine.

Student of the Month – This award is presented to any student in each program who have done outstanding work or made outstanding improvement. This award is determined by the instructor. One student may earn this award each month school is in session. This award consists of a certificate presented by the instructor in class. Awardees pictures and why they received the award will be posted on Central Nine's TV system. Sending schools will also be given this information.

SECTION III STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Central Nine Career Center provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course and/or contain school subject matter.

Central Nine Career Center has many student groups that are authorized by the school. It is Central Nine Career Center's policy that only authorized groups are those approved by the governing board and sponsored by a staff member. Authorized groups include:

HOSA
FFA
Skills USA
SPI

All students are permitted to participate in the activities of their choosing, as long as they meet eligibility requirements.

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society (NTHS) is a nonprofit, honor organization for outstanding students enrolled in occupational and career technical programs. The purposes of the National Technical Honor Society are to promote service, leadership, honesty, career development, skilled workmanship, reward student achievement, encourage and assist student education and career goal setting, promote a stronger linkage between local technical institutions, businesses, industry, and to promote the image of technical education in America.

Students who join the National Technical Honor Society must be honest, and responsible student-citizens who have made a personal commitment to excellence and who agree to uphold the NTHS Standards of Conduct. As a member of the National Technical Honor Society, I pledge to:

- Maintain the highest standards of personal and professional conduct at all times;
 - Strive for excellence in all aspects of my education and employment;
 - Refuse to engage in or condone activities for personal gain at the expense of my fellow students, my school, or my employer;
 - Support the intents and purposes of NTHS while working to achieve the objectives and goals of the society; and
 - Uphold my obligations as a citizen of my community and my country.
- NTHS candidates must have a minimum overall GPA of 3.0 to be accepted into the program and maintain status in the program. NTHS candidates must also meet the following criteria:
- Enter Junior or Senior year
 - On track to receive a CORE 40, Technical Honors, or Academic Honors diploma
 - Active participation in CTSO (leadership, contest participation, etc.)
 - Have no unexcused absences for the prior school year and forward

- At least a B+ in their CTE class at Central Nine
- No discipline referrals on record at home high school or Central Nine
- Acquire a letter of recommendation from a teacher or administrator from home high school
- Acquire a letter of recommendation from a teacher or administrator from Central Nine
- Produce documentation of community service recognition

Once a student has been selected into the NTHS, the criteria used in the selection process must be upheld throughout the fiscal school year in order to remain a member.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups are not allowed to meet during instruction or non-instructional hours. No non-corporation organization may use the name of Central Nine Career Center.

STUDENT EMPLOYMENT

If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her home/sending school counselor to discuss any legal requirements and obtain any needed documents such as a work permit, etc. Some students, who qualify may be allowed to serve an internship while attending Central Nine Career Center.

SECTION IV STUDENT ATTENDANCE

ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Daily attendance and punctuality are essential for success in school and are necessary habits for success in the workplace. Poor attendance interrupts the process of education. It also impedes the continuity of the lessons presented, the ability of students to understand and gain insight from the classroom experiences, and the student's ability to establish proper work habits. Students need to come to school every day and benefit from interaction, discussion, and teacher support available to the student during class time. Every absence a student has whether excused or not, interrupts the students understanding of the material being presented in class and weakens his/her interest in succeeding in the program.

Central Nine Career Center is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit Central Nine Career Center wants to help students develop as early as possible in their school careers.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Truancy is a student losing instructional time without the knowledge and/or consent of his or her parent/guardian. A student is chronically absent by having unexcused absences from school for more than 8 school days during a semester. Students who are truant will receive no credit for school work that is missed. Students who miss school under the following circumstances will be considered truant from school:

- a. Leaving school during the school day without any parental knowledge or proper notification from school administration.
- b. Defying parental authority in the failure to attend school, or being absent from school without parental knowledge or approval.
- c. Not reporting to one or more assigned classes.
- d. Being observed in a place that is completely unacceptable and being unable to offer a satisfactory explanation for being there.
- e. Leaving assigned area without permission from the classroom teacher.
- f. Excessive unexcused absences may be counted as truancy.
- g. Leaving school grounds without signing out at the front desk in the high school office.

Habitual truancy (10 or more days) may result in:

- A. Loss of credit (May request a waiver to this procedure at the end of the semester);
- B. A report made to Bureau of Motor Vehicles of being a habitual truant;
- C. A report made to the intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 30-40.
- D. Loss of parking permit and driving privilege to Central Nine

TRUANCY COURT

When it appears that a student's attendance patterns are becoming such that they may have a negative effect on success, a conference may be held to discuss strategies to improve attendance. If appropriate, a referral will be made to truancy court Johnson/Marion County. Both parent and student will be slated to appear. Students beyond the age of involvement with the court may be asked to sign an attendance contract with which they must adhere or be withdrawn/expelled from school.

EXEMPT ABSENCES

Under IC 20-33-2-14 a student is excused from attending school under some circumstances. Students may be exempt from Central Nine Career Center for one of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. Home/sending school not in session.
- B. Field Trips

- C. Page or honoree of General Assembly
- D. Subpoenaed to testify in court
- E. Serving with the National Guard for no more than 10 days
- F. Serving with the Civil Air Patrol for up to 5 days

For exempt absences, students will be provided an opportunity to make-up missed school work (where applicable) and/or tests.

EXCUSED ABSENCES

Students may be excused from Central Nine Career Center for one of the following reasons:

- A. Medical appointments.
- B. Personal illness, but not illness in the family unless the circumstances are approved by the principal.
- C. Family funeral
- D. Bona-fide religious holiday.
- E. Professional appointments that cannot be scheduled at non-school times and approved by the principal.
- F. Good cause must be approved by the principal.
- G. Incarcerated
- H. Maternity
- I. Military Connected Families (e.g. absences related to deployment and return)

For excused absences, students will be provided an opportunity to make-up missed school work (where applicable) and/or tests. Even though students are excused from school, they are still absent from school and may lose daily participation points.

Students with a health condition that causes repeated absence(s) are to provide the office with an explanation of the condition from a licensed physician.

Parents must provide an explanation for their child's absence by phone no later than 2:00 p.m. the day of the absence. Please call 317-888-4401, extension 265 and explain the reason for the absence. If the absence can be foreseen and the "good cause" is to be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work. Failure to call in with an explanation that meets the above guidelines will result in an unexcused absence.

AUTHORIZED ABSENCES (OUT-OF-SCHOOL-SUSPENSIONS)

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension within 1 day of returning to school. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from calling the teacher and/or using the school's software (Harmony). Make-up of the missed tests will be taken and/or may be scheduled when the student returns to school. The student will be given credit on any made-up tests. Even though students are "authorized" from school, they may lose daily participation points and other homework assignments, etc.

UNEXCUSED ABSENCES

Any student who is absent from Central Nine Career Center for all or any part of an AM or PM session without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. Failure to call in an absence will result in an unexcused absence. Habitual truancy (10 or more days) may result in:

- A. Loss of credit (May request a waiver to this procedure at the end of the semester);
- B. A report made to Bureau of Motor Vehicles of being a habitual truant;
- C. A report made to the intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 30-40.
- D. Losing Percentage of your current grade.
- E. Truancy Court

No credit shall be given for any school work, quizzes, test and/or participation points may not be awarded as a result of truancy. If a student, under the age of 18, is truant for more than 8 days during a semester, s/he will be considered an "habitual truant" and may be reported to the proper authorities and to the Bureau of Motor Vehicles for suspension of his/her driver's license.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact Central Nine Career Center (317-888-4401 extension 265) by 2:00 PM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse when the student returns to school. When no excuse is provided, the absence will be unexcused and student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

An excused absence allows the student to make-up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as participation points, labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the principal, a student may not be allowed to make-up the work. The skipping of classes may result in disciplinary action. Teachers will contact parents after 3 unexcused absences.

WAIVER PROCEDURE

A student may ask for a waiver only in extenuating circumstances in order to appeal the loss of credit. The student will need to have all the proper forms completed with parent/guardian signatures along with a detailed explanation by the required due date. The student applying for a waiver will submit the proper forms and meet with a committee to explain why credit should be reinstated. Failure to submit paper work and/or meet with the waiver committee will result in the student losing their credit. This committee will make a determination if the student should get full credit, partial credit or receive no credit.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school or class, s/he is to report to the office before going to his/her assigned location. Students who are more than forty-five minutes late to each class/block will be considered absent. Students who are tardy will be disciplined as follows:

| | |
|------------------------|--|
| 1 st tardy | Automated call |
| 2 nd tardy | Phone call from Principal/Meet with student |
| 3 rd tardy | Conference with the Principal(Student)/ISS=(3) |
| 4 th tardy | Revoke Driving Privileges (Semester) |
| 5 th tardy | Automated call |
| 6 th tardy | Phone call from Principal/Meet with student |
| 7 th tardy | Conference with the Principal(Student)/ISS=(3) |
| 8 th tardy | Revoke Driving Privileges (Semester) |
| 9 th tardy | ISS/Automated call home |
| 10 th tardy | Counts as Unexcused Absence (see note below) |

Note: Process will start over once privileges are reinstated again at tardy #5. Once a student has 10 or more tardies, he/she will be counted as an unexcused absence and will result in one of the following options by C9: Reduction of credit for the class, loss of credit(s), total credit received.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student should contact their teacher as soon as possible to obtain assignments. It is possible that certain kinds of school work such as participation points, labs or skill-practice sessions cannot be made up and as a result, may negatively impact a student's grade.

Make-up work (tests) due to suspension must be completed within 1 day after returning to school. Make-up work due to excused absences must be completed within 1 day after returning to school or by an assigned date given by the teacher. For an extended absence of 5 or more days, additional days will be added by the teacher. If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test.

SECTION V STUDENT CONDUCT

STUDENT BEHAVIOR STANDARDS

Central Nine Career Center's has adopted the following Code of Conduct to maintain a disciplined, drug free, and safe school climate for staff and students. The Code of Conduct is the established set of rules and regulations of Central Nine to provide a more positive environment. These codes and its provisions shall be applicable whenever and wherever appropriate school administrators have jurisdiction over students, including but not limited to the following:

A. On school property at any time: On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group (school sponsored events, summer school);

B. During and immediately before and after any school activity at any location: Off school grounds at a school activity, function or event such as fieldtrips.

C. Traveling to and from school or to and from a school activity. Leaving sending schools to come to Central Nine and leaving Central Nine to return for classes. This also includes any Central Nine sponsored functions taking place requiring student participation.

Violations of the Code of Student Conduct may be "Grounds for Suspension and/or Expulsion." The

grounds for suspension or expulsion listed in section B, C, D, E, F and G below: Violation by a student of any one, or more of the following rules of conduct below may result in disciplinary action, including but not limited to verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, emergency removal, referral to law enforcement agencies, suspension or expulsion, parents may face civil liabilities for damage to individuals harmed by inappropriate actions.

EXPECTED BEHAVIORS

Students are expected to:

- A. Act professional to adults and fellow students;
- B. Be prompt to school and attentive in class;
- C. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background;
- D. Complete assigned tasks on time and as directed; and
- E. Help maintain a school environment that is safe, friendly and productive.

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers and administrators to maintain a classroom environment that allows a teacher to communicate effectively with all students in the class; and provides all students in the class the opportunity to learn.

- A. Disruption of School: A student shall not by use of violence, fighting, force, coercion, threat, harassment, insubordination, electronic devices or incorrigibility cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities. The Central Nine Career Center will enforce a zero tolerance policy for such infractions.
- B. Academic Misconduct: A student shall not engage in academic misconduct to include but not limited to cheating, any action designed to improve grades and scores, plagiarism (from either print or electronic), forgery, or possession/transmission of unauthorized information (e.g. tests).

DRESS AND GROOMING

The Central Nine Dress Code, is not intended to create hardship, but it is to enhance the learning environment. Therefore, students will dress in a manner that is neat, clean, and safe. Items of personal attire and accessories that present a substantial likelihood of disruption of school are not permitted.

The building principal is the final authority in the determination of appropriate attire. Class time missed as a result of dress code infractions may result in a zero for work missed.

Guidelines for Appropriate Dress: In an effort to prepare students for success in the workplace, every attempt will be made by staff to reinforce acceptable workplace attire thus creating a professional learning environment for the students. Clothing, jewelry, and other items of apparel must meet the requirements of the career technical program. Each instructor will have requirements for their program on file with the building principal. Students who are not prepared to work in lab because of lack of safe, appropriate apparel, or equipment may be denied admission to do lab work. If this occurs, students can be assigned alternate work, given detentions, and for repeated violations may be referred to the Principal.

1. Apparel or items which elude to drugs, alcohol, sex, the occult, gangs, profanity or which are offensive to ethics, religion, or racial groups is prohibited (flags, symbols, etc..)
2. Wallet chains, necklaces, bracelets, and belts with spike are not permitted anytime.
3. Clothing with holes must be patched. Wearing a second layer of clothing under the garment with holes is not an acceptable solution.
4. Brief and Revealing clothing is not acceptable in Central Nine Career Center
 - 4A. Tank tops, halter tops, garments with spaghetti straps, off the shoulder garments, or strapless garments shall not be worn in school advertising skin.
 - 4B. Garments that are see-through, cut low or expose one's midriff are not acceptable.
 - 4C. Undergarments should not be visible at anytime.
 - 4D. Tee shirts with sleeves that have been cut off are not appropriate attire and must be covered with another shirt.
 - 4E. Sleeveless garments must extend to the end of the shoulders and fit closely under the arm.
5. The bottom hem of any garment worn (skirt, shorts, dresses) must not extend higher than approximately five inches above the student's knee or be very distracting to the educational process. If the garment has a slit, the slit must not extend higher than approximately five inches above the student's knee.
 - 5A. Students opting to wear leggings, jeggings, or other form fitting attire must make sure they have a shirt, sweater, or other garment that extends no higher than approximately five inches above the student's knee.
 - 5B. Students shall not wear pajamas bottoms or bedroom slippers to Central Nine.

- 5C. Sagging Pants: Students shall not wear pants that, when fastened, sag or fit below the waist line. All pants must fit around the waist and be properly fastened.
6. Appropriate shoes must be worn. Many lab settings require a particular shoe be worn for safety reasons. Students will not be permitted inside the lab area if they do not have on the appropriate shoes.
 7. Students are required and expected to wear the designated dress code attire their particular program according to the guidelines outlined by the lab instructions and the classroom instructor for the class.

UNACCEPTABLE CONDUCT

- A. **Inappropriate Behavior:** A student shall follow all classrooms and field trip rules and maintain required behavior standards in the hallways, during lunch, and at all other times while under the jurisdiction of the school. Students shall refrain from inappropriate public displays of affection (hugging, kissing,) and lewd acts.
- B. **Dangerous Weapons and Instruments:** A student shall not knowingly convey or attempt to convey, possess, handle, transmit, or conceal objects which might be considered dangerous weapons or instruments of violence. Examples are (but not limited to) guns, knives, ice picks, mace, brass knuckles, wallet chains, electronic devices (stun guns, etc...), explosives (firecrackers, homemade bombs, etc.), and any time of item/device resembling a weapon while under the jurisdiction of the school. Students are not to bring or carry any type of knife or blade in the school. Possession of any of the above shall include, but not limited to:
- Carried or concealed on a person
 - Contained in one's locker, purse, book bag, brief case, or any other setting selected to conceal such item(s) or materials.
 - Contained in a vehicle owned or driven by a person left out in the open.
 - School officials may search students if there is reasonable suspicion. Illegal items discovered during a search by school authorities may be turned over to the police for further handling and evidence. Any student in violation of I.C. 35-41-1-8 will be expelled in accordance with statute.
- C. **Damage or Misuse of Property:** A student shall not cause or attempt to cause damage to the property of another, public or private, on school premises, at any school activity on or off school grounds. School property may only be used for purposes intended as directed by school personnel. A legal guardian or student (if emancipated) may be charged for damages to school property to include laptop computers, equipment, or other instructional supplies, facilities, etc..
- D. **Falsification:** A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A

student shall not make a false report or issue false accusation that result in the reporting of an incident of child abuse to children's services or law enforcement.

- E. **Fighting/Inappropriate Touching/Threatening Behavior:** A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the Central Nine Career Center. A student shall not use intimidation or threat of force. This includes using gang or group affiliation.
- F. **Inappropriate Language or Hate Speech, Degrading, Harassment, Disgraceful Act:** A student shall not engage in any act (behavior including, but not limited to; taunting, threatening, stalking, intimidation, and /or coercing by one or more individuals against another student, school, employee, or visitor) which frightens, harass, degrades, disgraces, or tends to frighten, degrade or disgrace, any person through gestures or by written, verbal, or electronic means (including but not limited to computers, ipads, laptops, cell phones, internet website, or any other type of electronic device) during any period of time when the student is properly under the authority of school personnel.

F1. No student shall engage in any form of sexual harassment which consists of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when made by any student to another student when such conduct has the purpose or effect of substantially interfering with an individual's academic or career technical performance or creating an intimidating hostile educational environment.

F2. Students are not to possess inappropriate printed or electronic materials (including playing cards and printed materials containing nudity, adult situations, etc..) during any period of time when the student is properly under the authority of school personnel.

F3. The provisions above also apply to student conduct towards any staff member and their families on and off campus.

- G. **Harassment, Hazing, Intimidation, and Bullying:** Harassment, Intimidation, or Bullying: No student shall engage in any act which harasses, intimidates, or bullies another student. This behavior is prohibited on school property, on a school bus, or at a school-sponsored activity. As used in this section, harassment, intimidation, or bullying means the following:

Harassment includes any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the student and is severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Electronic act” means an act committed through the use of cellular phones, computers, personal communication device, or other electronic communication devices.

Violence with a dating relationship which is defined as “ a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner”. A “dating partner” is “any person regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectations of affectionate involvement whether casual, serious, or long term.”

- H. **Hazing:** Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any of initiation into any organization that creates a risk of mental or physical harm.
- I. **Narcotics, Anabolic Steroids, Alcohol, Drugs including Counterfeit Controlled (Substances or Look-alike), and Paraphernalia:** A student shall not possess , buy or sell, attempt to buy or sell, use on the same calendar day, transmit, or conceal alcohol, drug, hallucinogen, barbiturate, amphetamine, or paraphernalia while attending/being on the premises of Central Nine Career Center.

Any student suspected of having used a controlled substance on the same calendar day will be evaluated to determine if:

- A. They have used a controlled substance
- B. If they are impaired to the point that their presence could pose a safety risk to themselves or others

The odor of a controlled substance on a student is sufficient to determine that use has occurred. Other measures that also may be employed to determine that use has occurred are field sobriety tests administered by a trained official and/or a breathalyzer reading indicating that alcohol consumption has occurred.

Counterfeit Controlled/Look-Alike:

For example, if a student possesses or sells oregano, which he claims to be marijuana, a tablet which he/she untruthfully claims to be LSD, or a harmless pill which bears fake manufacturer’s marking so as to falsely indicate that is a controlled substance, the new look-alike statues makes this activity a violation of criminal drug laws. Even the sale of crude tobacco cigarette, while claiming it contains marijuana, is now criminal.

Possession shall include but not limited to:

1. Carried or concealed on an individual
2. Contained in one’s locker or any other setting selected to conceal such an item(s) or materials.
3. Contained in a vehicle owned or driven by such a person.

Violation of Central Nine’s Career Center zero tolerance drug policy or refusal to be tested will result in a 10 day suspension out of school and possible expulsion for the school year.

- J. Unauthorized Use of Fire, False Alarms, and Bomb Threats:** Students are not permitted to use fire (including but not limited to: cigarette lighters, burning of any combustible material, etc.) at any time during the instructional school day unless its use is part of a planned instructional experience/experiment. Students violating this code may face school disciplinary action and may be turned over to local authorities.
- K. Tobacco and/or Paraphernalia:** Students who attend Central Nine Career Center shall not: smoke; chew; possess tobacco or look-alike substance; or possess paraphernalia commonly associated with tobacco use while being on the premises of Central Nine or during activities supervised by school officials from Central Nine.

Use of tobacco includes:

1. Possession of tobacco on person, in locker, etc.
2. Tobacco or look-alike substance in the mouth or intent to place in the mouth, (ex. A cigarette in the hand, one intending to light the cigarette, or in the process of putting tobacco in the mouth.
3. Smoke coming from one's mouth
4. Tobacco being dispersed into a cup or out of one's mouth

Paraphernalia includes:

1. Lighters, matches, and other type of devices used to ignite tobacco
2. Rolling papers
3. Smoking pipes
4. Bongs
5. Electronic Cigarettes
6. Electronic Pens

The following will occur for those who violate Central Nines no tobacco policy on campus: A student who is caught the first time with tobacco in his/her possession will receive three (3) day suspension, A second offense-six (6) day suspension, A third offense with tobacco may result in the student being expelled from Central Nine Career Center. Students who are under the age of 18 years of age will be given a tobacco citation from Greenwood Police and may be subject to a court date and fine.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. Central Nine Career Center will not be responsible for personal property. The school will not be responsible for property stored in lockers. Valuables such as electronics, jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline measures.

ENFORCEMENT OF STUDENT BEHAVIOR AND CODE OF CONDUCT

The standards and the Code of Conduct will be enforced by school administrators, teachers, instructional assistants, bus drivers and any other adult authorized by Central Nine Career Center to supervise students.

- A. The objectives of the enforcement of these standards and the Code of Conduct are:
 - 1. to protect the physical safety of all persons and prevent damage to property;
 - 2. to maintain an environment in which the educational objectives of Central Nine Career Center can be achieved;
 - 3. to enforce and instill the core values of Central Nine Career Center and the workforce community.
- B. The seriousness of the offense and the nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
 - 1. the nature and extent of any potential or actual injury, property damage or disruption;
 - 2. the student's prior disciplinary history and the relative success of any prior corrective efforts;
 - 3. the willingness and ability of the student and student's parents to participate in any corrective action;
 - 4. the interest of other students in Central Nine Career Center in a school environment free from behavior that violates the school's behavior standards;
 - 5. any other aggravating or mitigating factor or circumstance including, but not limited to, zero tolerance policies.

DISCIPLINE

It is important to remember that Central Nine Career Center's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. Central Nine Career Center's governing board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays and other school breaks including summer recess.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, Central Nine Career Center shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal. Informal discipline takes place within the school. It includes but is not limited to: writing assignments, change of seating or location; before-school detention; after-school detention; in-school suspension; and removal from a class activity.

Formal discipline removes the student from school. It includes suspension for up to 10 school days and expulsion for the remainder of a semester or longer.

REMOVAL/ISS – IN-SCHOOL SUSPENSION (ASSIGNED ADMINISTRATION)

Teachers may assign an ISS for classroom disruptions, safety violations, lack of tools, dress code violations and other infractions. Teachers have the right to remove a student from his/her class or activity for the remaining part of the period or from the beginning of the period the following day (maximum of one day/two blocks per incident). The student will be assigned regular or additional work by the teacher to be completed in the ISS room. The student will be allowed to take or make up all test and/or quizzes for credit. Students will lose their daily participation points. Failure to complete an ISS assignment will result in being assigned to two days of in-school suspension. Discipline issues that occur in ISS will result in OSS.

ISS RULES

1. Upon entering the ISS room, you will be assigned a seat. In-School Suspension hours are 8:10a.m.-10:20a.m. and 11:50a.m.-2:20 p.m. in room A106. Late arrivals will add on another day to your current suspension being served. Central Nine's dress code and code of conduct are still in effect during ISS hours.
2. Your TEACHERS will have your assignments for the day sent down to the ISS facilitator. You must bring all your books and materials. Failure to do so will result in a zero for that assignment.
3. While in ISS room, there will be no talking, note writing, or communicating with other students unless directed to do so by the ISS facilitator. Continuous talking and violation will result in another day added to your current status.
4. Students are to keep all electronics (CELL PHONES, ipods, games, etc.) in his/her locker or give them to the ISS teacher at the beginning of the day. They will be locked up and returned to the student without a fine at the end of the day. If the student is found with any electronic equipment later, that equipment will be confiscated and handed in to the office for a fine.
5. You will keep your area neat and clean. Any waste will be kept on your desk and thrown in the trashcan at break time or at the end of the day.
6. Restroom and drinking breaks will be at the discretion of the ISS facilitator. There will be one in the morning and one in the afternoon. They will occur when the other CLASSES ARE in session. You must use the assigned area only. You will not leave your seat to go on a restroom break until the person in charge dismisses you to do so.
7. There will be no gum, candy, or other food allowed in the room. Any eating will be done only at lunchtime and by the ISS facilitator. You will be allowed to buy food during one of the scheduled break times, but your food will be eaten in the ISS room.
8. You must complete all mandatory ISS work. There will be additional work assigned if you are disruptive or not reading. The ISS facilitator will check all work before you are released. Zeros will be issued in subjects you do not complete, including additional work.
9. You will do your own work. The ISS facilitator will give assistance only when it is necessary. Sleeping will not be permitted. You are here to accomplish the work that was assigned. Sleeping will add another day of ISS for you.
10. You will not be marked absent while in ISS and work will be turned in as CREDIT for class assignments and tests.
11. If you are problem and have to be removed from ISS for any reason, you will be given 2 more days of ISS. Failure to serve them will result in OSS for the total days you were suppose to serve in ISS.

**OSS – OUT-OF-SCHOOL SUSPENSION
(ASSIGNED BY ADMINISTRATION)**

The administration (school principal or designee) may deny a student the right to attend school or take part in any school function for a period of one to 5 school days. With the approval of the director, an out-of-school suspension may be extended to a period of 10 days. If a student receives an OSS either from his home school or at Central Nine Career Center, the suspension will be honored by both the home school and Central Nine Career Center.

**EXPULSION FROM SCHOOL
(ASSIGNED BY ADMINISTRATION AND HOME/SENDING SCHOOL ADMINISTRATION)**

If, in Central Nine Career Center principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the director and to the home/sending school principal for consideration for expulsion. The home/sending school principal will also forward this information to the home/sending school superintendent who shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it. The home/sending school will be responsible for conducting and making contact for the expulsion meeting, etc.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with the governing board policy and federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available at each home/sending school's office.

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of 1 year.

DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, Central Nine Career Center will follow specific procedures. When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing/e-mail, of the reason for and the length of the suspension.

The student and/or his/her parents may appeal the suspension after receipt of the suspension notice, to the director. The request for an appeal must be in writing and made within two (2) days after notification.

During the appeal process, the student shall not be allowed to remain in school. When a student is suspended, s/he may make-up work missed such as tests, etc., after returning to school. Any learning that cannot be made up such as labs, field trips, skill-practices and the like, or any learning that the student chooses not to make- up may be reflected in the grades earned. Two suspensions for truancy or an expulsion may result in the revocation of the student's driver's license.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of Central Nine Career Center's governing board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the Central Nine Career Center and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. Central Nine Career Center reserves the right not to return items which have been confiscated.

USE OF DOGS

The governing board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

USE OF BREATH-TEST INSTRUMENTS

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a “false-positive” result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

STUDENT RIGHTS TO EXPRESSION

Central Nine Career Center recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges or other insignia; and the like. All items must meet school guidelines.

A. A material cannot be displayed or distributed if it:

1. Is obscene to minors, libelous, indecent or vulgar
2. Advertises any product or service not permitted to minors by law,
3. Intends to be insulting or harassing,
4. Intends to incite fighting; or
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption or school or school activities, a violation of school regulations or the commission of an unlawful act.

Students must have the principal’s permission to display materials. They must meet school guidelines. Please present these items 24 hours prior to wanting to display.

A. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during, before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

SECTION VI TRANSPORTATION

BUS TRANSPORTATION

Central Nine Career Center does not provide transportation to and from the home/sending school. Most sending schools will provide bus transportation for their students. However, due to flexible scheduling, etc., some students may have to provide their own transportation.

Central Nine Career Center in most instances provides transportation to and from off-campus classes/learning opportunities. It may be required for students to ride the bus, if one is provided. Students riding the bus to Central Nine Career Center must conform to the rules and regulations of each home school. Students riding on Central Nine Career Center's buses must follow all of Central Nine Career Center's school rules and regulations. Bus drivers are authorized to maintain order on buses. Riding the bus is a privilege. Students will receive disciplinary action for misbehavior, which could ultimately result in suspension from riding the bus and/or school. Students are reminded to ride their assigned bus only, to use safety precautions while waiting for the bus, and be courteous and cooperative.

Students who are provided the opportunity to ride school transportation are encouraged to do so.

DRIVING/PARKING REGULATIONS

Students may drive their vehicles to Central Nine Career Center if they have permission from their home high school, parent and Central Nine Career Center. Each student operating a motor vehicle at Central Nine Career Center must register his/her vehicle in the Main Office. The first parking tags will cost \$30.00; additional parking tags will cost \$10.00. All money collected will be used to pay for a contracted service to help students onto U.S.31 at dismissal. Some sending home schools require all their students to ride the bus. Central Nine Career Center follows all sending school driving procedures. In rare instances, a student may be granted permission by his home school and his instructor to drive to Central Nine Career Center. In those instances, permission to drive forms need to be filled out in advance and temporary parking passes issued. At all times, student drivers are expected to operate their vehicles in a safe and courteous manner. Students who do not respect this request or who violate accepted standards for driving and parking on school property will have their driving and/or riding privileges to Central Nine Career Center suspended.

Rules of conduct for driving at Central Nine Career Center:

- A. Students must enter the building immediately upon arriving on school grounds.
- B. Students need to leave school property immediately after the student is dismissed.
Loitering is not allowed in the parking lot.

- C. All vehicles must be registered with the school. Parking tags must be displayed in the vehicle front window at all times.
- D. All students must have a permanent or temporary parking pass.
- E. Parking permits/tags cannot be transferred to another student.
- F. Students must follow the speed limit (10 mpg), drive carefully.
- G. Students must park in the east parking lot. The first three rows of the east lot are reserved for the restaurant patrons. The remainder of the east lot is student parking. The west parking lot is for teachers and visitors ONLY.
- H. Central Nine is not liable for accidents of the drivers going to or from their work experience, class experience, school or any other event where a student may drive to any function.
- I. Students must be in good academic/attendance and discipline standing in order to maintain driving privileges on campus. Driving to school is a privilege which can be revoked at any time.

The administration, staff and Central Nine Career Center's Law Enforcement program will help monitor and supervise the parking lot. Students in violation of driving and/or parking procedures will be discipline according to the Guidelines for Discipline Infractions. In some instances, students may have an option of either paying a fine or serving a specific discipline consequence.

DRIVING (FLEXIBLE SCHEDULING, JOB SHADOWING, INTERNSHIP, CO-CURRICULAR OPPORTUNITIES, SPECIFIC FIELD TRIPS, COMPETITIONS AND COLLEGE DAYS)

Central Nine Career Center provides a number of unique educational experiences and/or programs. If you have been given permission to attend and/or accepted into any of these unique educational experiences and/or programs, you may be required to provide your own transportation. Students and/or parents who cannot provide transportation cannot participate in these experiences. Central Nine is not liable for accidents of the drivers going to or from their work experience, class experience or any other event where a student may drive to any function.

When Central Nine Career Center provides transportation to above mentioned activities, students must ride the bus unless written permission is granted by parents, teacher and principal.

APPENDIX A

GUIDELINES FOR DISCIPLINE INFRACTIONS

Teachers may remove a student from their classroom and assign an ISS for classroom disruptions, safety rules violations, lack of tools, dress code violations and other infractions. Teachers have the right to remove a student from his/her class or activity for the remaining part of the period or from the beginning of the period the following day (maximum of one day/two blocks per incident).

In all cases, Central Nine Career Center shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. The following guide has been created to help the parents and students understand the general progression of consequences for infractions. Details of any discipline assigned will be at the discretion of the school administration.

| Offense | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense | 5th Offense |
|--|--|--|--|---|--|
| Academic Cheating and/or plagiarism | Loss of Credit on Assignment | Loss of Credit on Assignment and OSS | Loss of Credit for Semester and Possible Expulsion | | |
| Attendance – Truancy/Cutting Class | 2ASD* | 1 Day ISS* | 1 Days OSS* | 2-5 Days OSS* | Expulsion* |
| Attendance – Unexcused Absences | 4 Unexcused Absences – Letter E-mailed Home* | 6 Unexcused Absences – Student Called to Guidance Office and Letter E-mailed Home* | 8 Unexcused Absences – Student may lose Credit. Student Must Apply for Waiver and Waiver Must be Granted by Committee* | 8 Unexcused Absences – Student place on Contract.* | Violation of Contract – loss of driving privileges to C9. Possible loss of drivers license.* |
| Attendance – Tardies | Automate Call and - .25% of Participation Grade* | Automated Call and -.25% of Participation Grade* | Phone call from Dean of Students -.25% Participation Grade* | Automated Call, ASD – 1 Hour and -.25% Participation Grade* | Automated Call, ASD – 1 Hour and .25% Participation Grade* |
| Attendance – Truancy/Cutting Class Two Blocks | 1 Day ISS* | 1 Day OSS* | 2-3 Days OSS* | 5 Days OSS* | Expulsion - Pending due Process* |
| Battery/Assault on Staff and/or Attempted Battery on Staff | Expulsion – Pending due Process, Police Referral | | | | |
| Batter/Assault on Another Student | Expulsion – Pending due Process, | | | | |

| | | | | | |
|---|---|---|---|----------------------------------|--|
| | Police Referral | | | | |
| Bullying (Cyber Bullying)/Verbal Harassment | 3 Days OSS, Police referral | Expulsion – Pending due process, Police Referral | | | |
| Computer/Internet Misuse | 2 Hour ASD, Loss of Internet Privileges for 2 weeks | 1 day OSS and Loss of Computer/Internet Privileges for 4 weeks | 3 Days OSS and Loss of Computer/Internet Privileges for Remainder of Semester | | |
| Computer/Internet Tampering | 3-5 Days OSS to Expulsion – Pending due Process | Expulsion – Pending due Process | | | |
| Driving Violation – No Tag or Parking Violation | 1 Day of OSS, pending 24 purchase of parking tag | 3 Days of OSS | Driving Privileges Revoked, Buss Pass issued | | |
| Driving Violation – Driving/Moving Violation | 1 Day of OSS, Police Referral | 5 to 10 Days of OSS, Expulsion – Pending due process, Police Referral | | | |
| Drugs/Alcohol – Possession, Using, Stealing or being under the Influence | Expulsion – Pending due Process, Police Referral* | | | | |
| Explosives – Possessing, Using, Selling, Giving Away or Fireworks | Expulsion- Pending due Process, Police Referral | | | | |
| Failure to Comply | 1-3 Days ASD/ISS* | 1-3 Days OSS* | 5 Days OSS* | Expulsion – Pending due Process* | |
| Fighting | 3 Days OSS and Possible Police Referral | 5 Days OSS and Police Referral | Expulsion – Pending due Process, Police Referral | | |
| Fire Alarm/Fire-Setting a Fire, Calling in a False Alarm or Bomb Threat. Spreading Rumors of a Fire or Bomb | Expulsion- Pending due Process, Police Referral | | | | |
| Gambling | 1 – 2 Hour | 1-3 Days OSS | 3-5 Days OSS | Expulsion – | |

| | | | | | |
|---|--|--|--|---------------------------------|-------------------------------|
| | ASD | | | Pending due Process | |
| Habitual or Chronic Offender | Expulsion-Pending due Process | | | | |
| Horseplay, Classroom Disruption | 1-3 Days ASD/ISS/OSS | 1-3 Days OSS | 3-5 Days OSS to Expulsion-Pending due Process | Expulsion – Pending due Process | |
| Harassment – Sexual or Physical | 5 day OSS and Police Referral, CPS referral | Expulsion – Pending due Process, Police Referral, CPS referral | | | |
| Improper Language Directed at School Personnel | 2-3 Days OSS | 3-5 Days OSS | Expulsion-Pending due Process | | |
| Indecent Exposure | 5 Days OSS | Expulsion – Pending due Process | | | |
| Insubordination/Gross | 2 Hour ASD to 3 Days OSS* | 3-5 Days OSS to Expulsion – Pending due Process* | Expulsion-Pending due Process* | | |
| Intimidation | 3 Days OSS to Expulsion-Pending due Process, Police Referral | 5 Days OSS to Expulsion-Pending due Process, Police Referral | Expulsion-Pending due Process, Police Referral | | |
| Keys – In Possession of, Stealing or Giving Away Staff's Keys to the School | 5 Days OSS | Expulsion-Pending due Process | | | |
| Malicious Damage to School or Other's Property, Less than \$150.00 | Restitution and 3 Days OSS | Restitution and 5 Days OSS | Expulsion-Pending due Process | | |
| Malicious Damage to School or Other's Property, More than \$150.00 | Restitution and Expulsion-Pending due Process | | | | |
| Possession of Lighter | ASD – 1 Hour, Confiscate Lighter | ASD – 2 Hours | 3 Days ISS | 3 Days OSS | Expulsion-Pending due Process |
| Profanity, Offensive Language | 1 ASD to 3 Days OSS | 2 ASD to 5 Days OSS | 1-3 days ISS to 10 Days OSS | Expulsion – Pending due Process | |
| Returning to School | Police | Police Referral, | | | |

| | | | | | |
|---|--|--|--|--------------------------------|------------|
| While Serving an OSS | Referral, Additional OSS | Expulsion-Pending due Process | | | |
| Sexual Conduct – Improper, Advances, Contact | 3-5 Days OSS to Expulsion – Pending due Process, Police Referral | 5 Days OSS to Expulsion-Pending due Process, Police Referral | Expulsion-Pending due Process, Police Referral | | |
| Smoking or Possession of Tobacco or Tobacco Products | Smoking Classes or 3 Days OSS, Citation issued* | 3 Days OSS, Citation issued* | 5 Days OSS* | Expulsion-Pending due Process* | |
| Theft or Possession of Stolen Goods Less than \$150.00 | Restitution, 3 Days OSS and Police Referral | Restitution, 5 Days OSS and Police Referral | Expulsion-Pending due Process | | |
| Theft or Possession of Stolen Goods More than \$150.00 | Restitution, Expulsion – Pending due Process, Police Referral | | | | |
| Verbal, Racial Abuse | 3 Days ISS/ OSS | 5 Days OSS | Expulsion-Pending due Process | | |
| Weapons – Possession, Using, Selling or Giving Away Weapons | 3-5 Days OSS, Expulsion – Pending due Process, Police Referral* | Expulsion – Pending due Process, Police Referral* | | | |
| Wireless Communication Devices (WCD) – Improper Use or Possession | 1 ASD | 1 Day ISS | 2 Days ISS | 2 Days OSS | 3 Days OSS |

ISS may be substituted for a one hour ASD in extreme situations where a student does not have transportation.

OSS may be substituted for a two hour ASD in extreme situation where a student does not have transportation.

*** *Discipline may also include driving privileges suspended/revoked***

Cover Design of Student Handbook Designed by:
Sydney Apple, Visual Communications

Dear Parent or Guardian:

The Central Nine Career Center Governing Board believes that the education of each student can only be achieved in an orderly and disciplined environment.

The Executive Director shall establish reasonable rules and regulations for student behavior that promote the attainment of educational goals set by the Board. The Executive Director shall make these written rules and regulations available to students and parents annually.

When students choose to conduct themselves in such a way that they are in violation of established rules and regulations, they will be disciplined in an appropriate manner.

The Executive Director shall establish, implement, and support discipline procedures appropriate to the age and the misconduct of the student.

These procedures shall also include a process whereby a principal may remove such students from school and at the same time insure that these students' rights to due process are not violated.

1. ALONG WITH THE OTHER IMPORTANT INFORMATION IN THIS HANDBOOK, PLEASE READ THE PAGES CONCERNING DISCIPLINE PROCEDURES, SCHOOL RULES AND THE ATTENDANCE POLICY AND DISCUSS WITH YOUR STUDENT.
2. PLEASE SIGN BELOW INDICATING THAT YOU HAVE READ AND UNDERSTAND THESE PAGES.
3. PLEASE PRINT AND RETURN TO THEIR INSTRUCTOR AT CENTRAL NINE.

| | |
|--------------------------------------|----------------|
| _____ PRINTED STUDENT NAME | _____ GRADE |
| _____ STUDENT SIGNATURE | _____ DATE |
| _____ PRINTED PARENT/GUARDIAN | _____ DATE |
| _____ PARENT/GUARDIAN SIGNATURE | _____ DATE |
| _____ DR. DAVID EDDS/ DIRECTOR | _____ DATE |
| _____ LAWRENCE COURTNEY/PRINCIPAL | _____ DATE |

Notes:

[illegible]