



**CAREER CENTER OF
SOUTHERN ILLINOIS**

2024-2025

**STUDENT – PARENT
HANDBOOK**

**Career Center of Southern Illinois
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GENERAL INFORMATION

This handbook is by no means all-encompassing of the rules necessary to effectively run a school. Any conduct detrimental to school, safety, and/or the educational process at school or directly relating to the functions of the school and its policies will be dealt with immediately and effectively to restore the school environment. This handbook is not a contract and is subject to change. These rules are not all inclusive and new rules may be adopted or changes made as needed.

MISSION STATEMENT

The mission of the Career Center of Southern Illinois is to provide integrated and relevant Career and Technical Education, as well as employability and academic skills for junior and senior students from area high schools, for adults from surrounding communities, and for “at risk” students. We believe that learning must take place in a nurturing, safe environment that recognizes the diversity of individuals while promoting equity for all.

INTRODUCTION

Career Center of Southern Illinois has played an important role in the education of students (high school and adult) for more than 40 years. Although the Center is not adjacent to your school, it belongs to, and is partially financed by your home school. We are pleased that you have chosen to attend our school as the means to prepare yourself for an occupation or other advanced training. Our teachers have experience in their particular technical and/or academic areas. This expertise, along with outstanding equipment and facilities, should contribute to an environment that will provide you with a worthwhile and rewarding educational experience.

All students attending the Center fall under the jurisdiction of the Center while they are on campus. This handbook sets forth information on the rules, policies, and procedures of the Center. This handbook applies to both part-time (vocational) and full-time (OEP) students. Items that relate specifically to full-time students will be addressed with the heading **OEP**. It is the responsibility of students and parents to familiarize themselves with this information. Rules of conduct are necessary to ensure that all students will be able to learn in an educational environment that is friendly, safe and equitable. It is the responsibility of the administration and teachers to see that these rules are fairly and reasonably enforced.

Mrs. Stephanie Mohr, Director

Greetings! As Principal of Career Center of Southern Illinois, it is my privilege to welcome you as either a returning or new student. We had a great school year in 2023-2024 with many success stories and we want to include you as one of those successes for 2024-2025.

We have a dedicated staff of professional and support personnel who work extremely hard to help you achieve your vocational and academic goals. I hope that you will take advantage of this opportunity and work just as hard.

I am pleased to be a part of the Career Center of Southern Illinois and proud to serve as your principal. If you provide us with good attendance, effort, and a positive attitude, we will do everything we can to help you become a high school graduate and learn valuable new skills.

Mr. Dan Classen, Principal

How to Talk to Your School

When contacting your schools, the best place to begin is with the person(s) directly involved. The teacher should be consulted when a student related problem is involved or the principal when a school regulation or practice is your concern. The teachers are on duty between 8:00 a.m. and 3:30 p.m. It is always advisable to call for an appointment in advance. Teachers will return phone calls during their prep time. Teachers will not be called out of class.

When a situation cannot be resolved at the lowest possible level, it should then be taken to the next level in the chain of command. Once you have talked to the teacher and the principal, you may still want to bring it to the attention of the director, especially when it involves state laws or Career Center policies.

GENERAL CLASS RULES

1. **No open containers of drinks will be brought onto the school campus.**
2. **Students must be in their assigned seat/area at the bell.**
3. **Students must have their required materials and supplies when they report to class.**
4. **No gum, candy, food, beverages are allowed in the class area without permission of the teacher.**
5. **Class starts at the bell. Students are expected to have assignments, materials, etc., out and ready to be utilized at the beginning of each class.**
6. **The teacher, not the bell, will dismiss students at the end of each class period.**
7. **Students are expected to show common courtesy to teachers, administrators, employees, and other students at all times.**
8. **It is the individual student's responsibility to obtain assignments missed due to an absence.**
9. **Students are expected to dress appropriately (see dress code).**
10. **Vulgar or obscene language, dress, and acts will not be permitted.**
11. **Students are responsible for policing the area around their work station.**
12. **Vocational classes are designed to be in session for two periods with no break.**

ABSENCES (OEP)

When a student is absent, the parent should contact the school to report the absence before 10 a.m. on the date of absence. The school will also attempt to notify parents when students are absent. Students who fail to produce documentation for their absence will be counted as unexcused. Students arriving late to school must report to the office and obtain a pass to their class.

A valid cause for an absence is illness, observance of a religious holiday, death in the immediate family, family emergency, attending a military honors funeral to sound TAPS, situations beyond the control of the student/parents, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, and other reasons as approved by the building principal. All other absences will be considered unexcused unless preapproved by the principal.

A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.

A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Chronic absenteeism is absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process.

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

Students with excused absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

Public Act 102-0321 (Senate Bill 1577) amends the compulsory attendance article of the School Code by allowing students to take up to five mental or behavioral health days per year. A student is not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. Following the second mental health day, a student may be referred to the appropriate school personnel.

Please note that absences for mental health days, while excused, do count towards a student being designated as chronically absent. The state considers an attendance rate below 90% as chronic absenteeism and students with a rate below 80% are eligible to be dropped from the Optional Education Program at CCSI.

UNEXCUSED ABSENCES

It is important that students attend school every day. It is difficult to "make up" work missed at the Center since much of the instruction is "hands on" class work and because students cannot stay after school and have no free periods in their schedule. Students who miss school regularly will be in danger of earning failing grades. Absences may result in a reduction in the course grade in the class where teachers require classroom participation as a portion of the grade. These procedures are outlined in the teachers' classroom management plan.

The Center is preparing students to enter the work force as productive workers. Employers do not permit employees to miss work regularly, or to "make up" work. Students should recognize that potential employers in business and industry look upon a student's attendance record as a predictor of their attendance on the job.

If an absence is excused or the student has been suspended from school, the student will have the opportunity to receive 100% credit for the make-up work. Work must be completed before full credit is given for the time missed. One school day will be allowed to complete makeup work for each day of excused absence. If the absence is unexcused no credit will be given.

A truant is defined in the state of Illinois as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Truancy is an extremely serious situation that can be corrected only through a high degree of cooperation between home and school. Students are truant when absent from school/class without the consent of a parent, guardian, or school personnel.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. A student is counted as truant if there is an absence during any part of the school day without permission from a parent/guardian and the attendance office is not notified of an absence. Students considered truant are subject to school discipline.

PARENTS ARE REQUIRED BY LAW TO ENSURE THAT THEIR CHILD ATTENDS SCHOOL. An attempt will be made to notify the parent each time a student is truant. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00.

Chronic truancy is defined as absence without valid cause for 5% or more of the previous 180 regular attendance days. By law, the names of chronic truants and the person who has custody of them must be

provided to the Regional Superintendent of Schools. Chronic truants as defined by state statute will be referred to the School Resource Officer for follow-up investigation and possible referral to the State's Attorney's Office. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

A student who misses fifteen (15) consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion for a period not to exceed two (2) years.

ACCIDENTS

Notify a staff member immediately if you are injured. An accident report must be filed in the office.

AGGRESSIVE BEHAVIOR

The Board of Control has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board of Control that aggressive behavior of students of Career Center of Southern Illinois shall not be permitted.

Aggressive behavior is defined as any behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

Types of aggressive behaviors are: Physical (hitting, kicking, grabbing, spitting, etc.); Verbal (name calling, racist remarks, etc.); and Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.).

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the aggressive behavior interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or endanger the health or safety of students, staff, or school property.

Students who are the victims of aggressive behavior, as stated in this policy, at any time by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a building Administrator.

When there is substantial evidence of violation of this policy, this administration and/or Board shall take appropriate action that may include expulsion, suspension, detention, police contact and reporting, warning, and/or such other disciplinary action as may be warranted.

Fighting is strictly prohibited on campus, on buses, and at bus stops. Engaging in fighting will result in a suspension and removal from the program.

ALTERNATIVE SUPERVISED STUDY

Alternative Supervised Study may be used for disciplinary matters which require more than counseling or detention. The Alternative Supervised Study is usually served in isolation. The student will be required to complete all work for that day and will be given credit for all work successfully completed. These procedures are outlined in the teachers' classroom management plan. The advantage to this type of

disciplinary action is that the student is not counted absent, and he/she has the opportunity to make up all academic work. The student will eat lunch separate from the other students and will basically be isolated for the entire day. Lunch period for alternative study will be from 12 noon until 12:25. Students in Alternative Supervised Study will not be allowed to participate in the 10:25 to 10:35 break or the regular lunch period and will not be allowed to sleep or have access to their cell phone. Failure to abide by these rules will result in further disciplinary action.

ANNOUNCEMENTS

Notices of meetings, social events, general information, and specific instructions are published in a daily announcement. The teacher will read and post the daily announcements. Items to go in the announcement should be submitted to the office or the principal.

ASBESTOS MANAGEMENT PLAN

This is to inform you of the status of Career Center of Southern Illinois asbestos management plan. It has been determined by the Illinois Department of Public Health and Federal Environmental Protection Agency that asbestos is a potential health hazard. Precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos. Our inspection was conducted in July 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the Director's office. Should you wish to review the plans, please call to make an appointment between 8 a.m. and 4 p.m.

Any concerns relative to asbestos containing materials should be directed to Stephanie Mohr at 6137 Beck Road; Red Bud, Illinois 62278; (618) 473-2222.

ATTENDANCE (OEP)

The Optional Education Program adheres to a strict attendance policy. Students are allowed no more than four unexcused absences per quarter. At five unexcused absences in a quarter, students are eligible to be dropped for attendance. Additionally, if a student reaches ten unexcused absences within one school year, they are eligible to be dropped due to poor attendance. Due to the way our program is set up, it is absolutely necessary that students have strong attendance as all schoolwork happens during school hours. Students who have an attendance rate that is below **80%** for the time they are enrolled are eligible to be dropped for attendance, whether their absences are excused or unexcused. There will be obvious exceptions to this policy for lengthy illnesses or injury documented by a medical professional, surgery, or other traumatic events as allowed by administration. Missing more than 10% of the days in a school year is considered chronic absenteeism by the State of Illinois.

A valid cause for an absence is illness, observance of a religious holiday, death in the immediate family, family emergency, attending a military honors funeral to sound TAPS, situations beyond the control of the student/parents, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, and other reasons as approved by the building principal. and will not counted against the five-day limit. All other absences will be considered unexcused unless preapproved by the principal. **Documentation should be submitted within 5 days of the student's return to school in order for the absence to be considered excused.** Parents should confer with the principal for clarification.

It is also expected that parents and students should have good communication with the school office in the case of absences. Parents/Guardians should call the school by 10 a.m. when their student is absent and it is expected that documentation be provided to the school as soon as possible for prolonged absences due to illness. Failure to show up or communicate for multiple days may result in an attendance drop if attendance was already an issue prior to the extended absence.

The Career Center will provide the following interventions for students as they obtain unexcused absences.

- First unexcused absence - student will be notified by the counselor, secretary, or principal of their unexcused absence.
- Second unexcused absence- student and parent will be provided with written or verbal notification of the attendance policy and potential consequences of continued unexcused absences.
- Third unexcused absence- student will be placed on an attendance contract that is signed by the student and mailed to the home address.
- A student who exceeds four unexcused absences in a quarter may be dropped from the program.

AUTOMOTIVE REPAIRS/WELDING PROJECTS

Students in the Auto Mechanics, Auto Body and Welding classes may bring their automobiles and welding projects into the shop for repairs as part of their instruction. The repairs/maintenance is to facilitate the student's instruction. The instructor and/or administration has the right to refuse to allow a student to bring a vehicle if the purpose of the repair/maintenance does not benefit the program of instruction. Students must have the prior approval of their instructor, must have their fees paid, obtain any necessary driving permits, have contract for student work properly completed and signed, present proof of ownership of the auto/project and auto insurance, and file this information with the office prior to bringing the auto/project to the Career Center. An appropriate approval form obtained from the office must be displayed in all automobiles or on welding projects while being worked on. The vehicle must remain in the shop until all work is completed. The student is responsible for the cost of any Career Center supplies used in the repair/maintenance job. The vehicle is not to leave Career Center premises until payment has been made.

BIOMETRIC INFORMATION

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

BREASTFEEDING ACCOMMODATIONS

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

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

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

BUS CONDUCT (OEP)

Smoking, use of tobacco, or e-cigarettes on the bus will not be tolerated. Students will follow Career Center's discipline policy for this infraction. Bus riding is a privilege and not a right given to students in the Optional Education Program. Students who violate rules that are established for safety will lose their riding privileges. Students may not drive to school or ride with another student if their riding privileges have been revoked. They may only be brought to school by their parents or an approved designated driver. **Students**

who do not wait a minimum of 30 minutes past the designated pickup time at the bus stop will incur an unexcused absence.

Students who violate established bus riding policies may be disciplined as follows:

FIRST OFFENSE	Warning, parental notification, assigned to front seat for one week
SECOND OFFENSE	Parent notification and one day suspension
THIRD OFFENSE	Parent notification and three day suspension

Each infraction after the third offense will result in at least a three-day suspension, with the possibility of losing riding privileges entirely. Any "serious" infraction could cause suspension, loss of bus riding privileges, or expulsion from the Optional Education Program.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. The suspended student will have 1 day for each day of bus suspension to complete the makeup work. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

School Bus Rules and Regulations

1. To ensure safety, the driver is totally in charge. Passengers must respond promptly to instructions given.
2. The use of food or drinks on the bus is prohibited. Animals, oversized items, as well as glass containers are not allowed.
3. Passengers are to maintain classroom conduct at all times on the bus. This includes no turning around, no leaning over the seats, no crawling under seats, no standing and walking on seats, no horse play, no unruly behavior, no foul or abusive language or gestures will be acceptable. Derogatory remarks toward the driver will not be acceptable.
4. Keep the aisles of the bus clear at all times.
5. Students are not to extend any part of their body out of the windows.
6. Students are not to throw any object at each other, the bus driver, or out of the bus window.
7. Students are to get on and off the bus at the designated place set up by the schools. Students are not to change their pick up and or drop location without a note from the parent signed by the school official and given to the driver. Students are required to use only one place to be picked up and dropped off unless designated by the school.
8. Students that must cross the road to get on or off should watch the driver before crossing to ensure that traffic has stopped so that a safe crossing can be done. Students are to remain seated at all times until the bus comes to a complete stop.
9. Students are not allowed to roam the bus while the bus is in motion.
10. Students will be assigned to a seating chart. If damage is made to seats, floor or walls in that area where students are assigned those students will pay for any and all costs to repair the damage.
11. Students are required to be at the bus stop at least 5 minutes before the bus arrives.
12. Students are not to throw items of any kind on the bus.
13. Students are required to sit in their seat and face forward at all times.
14. Students may not move from their assigned seat for any reason.
15. Buses may be equipped with cameras to record student activity. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

CARE OF SCHOOL PROPERTY

It is the student's responsibility for the proper care of all books, supplies, materials, and furniture supplied by the school. Destruction or defacement of school property will be treated as vandalism. Students found guilty will be subject to repair/replacement costs and disciplinary action.

CAFETERIA (OEP)

Students eligible for free and reduced breakfast and lunch will receive the appropriate cost reductions, or free breakfast and lunch. CCSI has applied for Free Breakfast and Lunch for all students, pending approval from the State of Illinois. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education. Applications are sent home at registration time or on the first day of school. Students must re-apply for free or reduced-priced lunches within 30 days of the start of each school year. Applications for free and reduced-priced meals may be obtained in the Main Office.

No cafeteria charges will be allowed however additional servings can be purchased for a fee that the student is responsible for paying for those items. Courteous behavior and proper manners are expected in the lunchroom. Students are responsible for cleaning up any mess that they make.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

CELL PHONES & ELECTRONIC DEVICES

Cell phones and wireless accessories for those phones such as EarPods and headphones are permitted on campus. Students may use their phones during the passing period and at lunch. Use of cell phones and accessories during classroom instruction is prohibited unless the teacher has expressly given permission. Students who are in violation of the cell phone policy may have their cell phone confiscated by the school administration and/or issued disciplinary action. If a student refuses to give the item to an administrator when asked, they could be subject to further disciplinary consequences.

FIRST OFFENSE: May be picked up by the student in the principal's office at the end of the school day.

SECOND OFFENSE: Student will be required to turn in their phone in to the office prior to entering the classroom where the infraction occurred for a length of time determined by administration.

SUBSEQUENT OFFENSES: A parent/guardian must pick up the phone. If after a week, the phone is not picked up, it will be returned to the student.

Additionally, students should not video or take pictures of CCSI staff at any time. Students should not take pictures or video of other students without consent. Videoing and taking pictures of staff or other students may result in disciplinary consequences.

COLLEGE DAY (OEP)

Students who will graduate during the current school year will be given two days for college/school visits. Students must follow these procedures: (1) Pre-approval of the school and visitation day by the administration; (2) Parental contact and approval established by the counselor; (3) Appointment time and date to be coordinated by the Career Center counselor; and (4) Written documentation must be presented after the visit to validate the absence. Other visitation days may be approved, by the principal on a case by case basis.

COMPUTER/INTERNET USE

District computers and access to the Internet are designed for educational purposes. USE of these tools is a privilege, not a right.

OVERVIEW OF COMPUTER USE

All Students shall assume the following responsibilities concerning the use of Career Center of Southern Illinois technology:

1. It is the student's responsibility to treat all equipment with care and to report instances of abuse or misuse as soon as the student becomes aware of them to a teacher or staff member. Each student is expected to report any malfunction or problem, immediately upon discovery, to a teacher, computer support specialist or principal.
2. In the event that a student vandalizes or otherwise **intentionally** damages any school computer hardware or software, he/she (or legal parent/guardian if the student is a minor) will be responsible to pay all repair and/or replacement costs. Vandalism is defined as any malicious attempt to harm or destroy data of another student, school software, the Internet, the Network, computer hardware, computer wiring, and computer configuration. This includes, but is not limited to, the uploading or creation and distribution of computer viruses. By signing the Notice at the end of this document, the parent/guardian expressly agrees to be responsible for payment of costs incurred and agrees to the rules and expectations of the Computer and Internet use. The student will be referred to the principal or director for appropriate discipline, including but not limited to, suspension from or denial of access to all school computers.
3. Any student who damages, destroys, or copies another person's data will be referred to the principal for appropriate discipline and may be suspended from or denied access to all computers. **Incidents in which a student copies another student's data will be treated as cheating.**
4. Any student who tampers with or attempts to gain access to computer data to which he/she has no security authorization is in violation of district policy. It will be considered equivalent to tampering with a teacher's written records or attempting to gain access to confidential student information
5. A student will not load or copy unauthorized software onto school computers. All software used on school computers and networks is to be purchased by the school, properly licensed and registered with the publisher, and installed by technology department personnel

INTERNET USE

Students who have parental consent may access the Internet. Students may only send or receive email using their school provided Gmail account.

Students are responsible for their actions while using the Internet/computer. Students can be punished if he/she purposely alters the computer from its set functions or browses internet sites (including chat rooms) for non-educational purposes.

Students have no expectation of privacy in any material that is stored, transmitted, or received via the school's electronic networks or school computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

INAPPROPRIATE INTERNET USE

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The following list includes examples of inappropriate Internet use.

1. Searching for, accessing, submitting, posting, publishing, downloading or displaying information by means of the Internet containing any of the following topics:

Pornography and/or sexually oriented material	Deviant social behavior
Gangs	Gambling
Illegal Drugs	Alcohol
Violence or Weapons	Tobacco
Bomb Making	Racism
Profanity	Human or Animal Mutilation
Satanic Themes and/or Cults	Illegal Activity
Militants and/or Extremist Students or Groups	Libelous or Slanderous Material
Visual depictions that are obscene	
Visual depictions that are harmful to minors	

2. Downloading information and/or software to a server drive or a computer's hard drive unless authorized by the school administration or teacher.
3. Downloading and/or installing "hacker" programs—programs that are designed to break network or computer station security.
4. Failing to exit the Internet, shut down, or log off a computer after being instructed to do so by school personnel.
5. Receiving or sending information in violation of U.S. copyright or other state and federal regulations.
6. Gaining access to the school network under a staff member's or network administrator's account.
7. Gaining access to the school network under another student's account **with or without** the other student's consent.
8. Accessing and/or transmitting messages via an electronic "chat room"
9. Authoring, editing and/or transmitting computer viruses to/from school equipment.
10. Modifying or attempting to modify Web sites without authorization.
11. Accessing or attempting to gain access to restricted sites without authorization.

This list is not all-inclusive. Any other misuse of the Internet or the district computer network system, deemed inappropriate by school personnel, may result in disciplinary action.

INTERNET SAFETY

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the director or designee.

The Director or designee shall enforce the use of such filtering devices. The Director or designee shall include measures in this policy's implementation plan to monitor the online activities of minors and to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials,
2. Student safety and security when using electronic communications,
3. Limiting unauthorized access, including "hacking" and other unlawful activities, and

4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

VIOLATIONS OF COMPUTER AND/OR INTERNET USE

The failure of any student to follow the terms of the *Career Center of Southern Illinois Computer and Internet Use--Rules and Expectations* will result in lost or restricted computer use, Internet access and/or other appropriate disciplinary action.

DANGEROUS AND ILLEGAL WEAPONS

The establishment and maintenance of a safe, pleasant, educational school environment that is conducive to learning is a high priority to Career Center of Southern Illinois. For this reason, students who engage in such activities as the use of or possession of a weapon, physically attacking faculty, staff, or other students, threatening or verbally abusing faculty, staff, or other students, theft, arson or vandalism are subject to discipline.

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.
3. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, pen, and fidget spinner is considered to be a weapon if used or attempted to be used to cause bodily harm.

The Director or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, or intended, to do bodily harm.

Violators of this policy will be suspended for a period up to ten (10) days, along with removal from Career Center programs and possible expulsion from school for a minimum of 1 calendar year but no more than 2 calendar years. The expulsion requirement may be modified by the director, and the director's determination may be modified by the Board on a case-by-case basis. Evidence obtained will be confiscated and turned over to the Director and may be delivered to local authorities for possible prosecution, in all criminal cases. This policy shall not restrict the authority of the Director or designee to seek prosecution of violators to the maximum extent of the law.

DIRECTORY INFORMATION

The following information will be designated as "Directory Information" under the Family Educational Rights and Privacy Act (FERPA) and Illinois School Student Records Act and will be the information that is disclosed when requested.

1. Student name, address, and telephone number, and photograph.
2. Participation in officially recognized activities, events, and sports.
3. Honors, honor rolls, degrees, and awards received and grade placement.

Unless you advise the school office that you do not want any or all of this information released, school officials may release personally identifiable information that has been designated as "directory information." Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent, guardian, or eligible student.

Such directory information may be requested by post-secondary institutions and military recruiters.

DISCIPLINE

When students violate the established rules for acceptable behavior at Career Center, an appropriate disciplinary measure will be imposed. The teacher will handle minor and routine disciplinary measures. Students sent to the principal will be disciplined with warnings, counseling and detentions. They may also be assigned to alternative supervised study, extended alternative study, given suspensions, could be removed from the Career Center programs, possible expulsion from school, notification of law enforcement and criminal prosecution. Vocational students will have their home school principal notified to coordinate disciplinary actions.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to and from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Students may be disciplined for gross disobedience or misconduct, including but not limited to all prohibited conduct as described in this handbook. Any infraction, depending upon the surrounding circumstances, may warrant discipline up to and including expulsion. The rules contained in this handbook, along with common sense, good judgment, ethics and morality all come together to determine what is appropriate behavior in a given situation. Students are expected to conform to the standards established by the Board of Control, the administration and faculty. The Board of Education of your particular school district has given Career Center of Southern Illinois the authority to take the proper and necessary action to discipline students engaged in inappropriate activity. Inappropriate activity is defined as any conduct, behavior or activity which causes or may cause the administration to forecast substantial injury or disruption or interference with school activities or the rights of other students or school personnel. Listed below are examples of prohibited conduct:

1. **Taking pictures and/ or video of staff members using a personal electronic device. Posting pictures or video of school staff members on any social media site or sending via text messaging.**
2. Tampering with firefighting equipment, including fire extinguisher and fire hoses or initiating a false alarm, including bomb threats.
3. Violating the Computer Use Agreement.
4. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
5. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
6. Using, possessing, distributing, purchasing, selling, or offering for sale:
7. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
8. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
9. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
10. Any prescription drug when not prescribed for the student by a physician or licensed

practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

11. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
12. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
13. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
14. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
15. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
16. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
17. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, Students may use their phones during the passing period and at lunch. Students may not use cell phones during class unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
18. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
19. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
20. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
21. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

22. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
23. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
24. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
25. Entering school property or a school facility without proper authorization.
26. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
27. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
28. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
29. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
30. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
31. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
32. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Director or designee.
33. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

CCSI is a "Drug Free Zone." No drugs, alcohol, cigarettes, E-cigarettes (JUULs), or any other chemicals used to stimulate, or "look alike drugs" are allowed to be possessed, sold, or used on or near CCSI property.

DISCRIMINATION

Notice is hereby given that Career Center of Southern Illinois provides equal educational and extracurricular opportunities to all students and does not discriminate on the basis of race, color, nationality, religion, sex, sexual orientation, ancestry, age, or physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy in admission or access to its programs and activities.

Any person having inquiries concerning the Career Center of Southern Illinois' compliance with regulations implementing the Americans with Disabilities Act, Title IX, or Section 504 of the Rehabilitation

Act is directed to contact the Director, 6137 Beck Road, Red Bud, IL, Phone 618-473-2222, who has been designated by Career Center of Southern Illinois to coordinate the District's efforts to comply with the regulations implementing the Americans with Disabilities Act, Title IX, and Section 504.

ACCOMMODATING STUDENTS WITH DISABILITIES

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

It is the intent of CCSI to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are provided with the appropriate educational services. The student's homeschool will provide CCSI will the correct documentation to make sure all accommodations are carried out and meet the student's needs. All 504 and IEP plans will be developed by the student's home school.

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

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

DRESS CODE

Students may not wear clothing advertising drugs, tobacco, or alcohol products. Anything that has violence, obscenity, profanity, nudity, or vulgarity may not be worn. Shirts/Tops must have sleeves, must meet with the waistline of pants/bottoms, and should not be low cut enough to expose the chest. Examples of inappropriate clothing include: cut-off shirts, tank tops, halter tops, shirts exposing the midriff or chest. Shorts should be at least as long as the tips of the fingers, skirts must not be shorter than 4 inches above the kneecap, Pants or shorts must not have any holes in them above the knee. All pants should be pulled up and no undergarment or midriffs should be visible. No spiked apparel, spiked accessories, animal collars, or wallet chains that can be used as a weapon. In addition, some vocational programs may restrict attire for reasons related to safety (see "Safety" section in this handbook). Students are not permitted to wear sunglasses while indoors unless they are being used for safety purposes. Any other clothing determined by the administration to be "objectionable" is prohibited. Students will be asked to change clothes, or have parents come and get them when clothing has been deemed inappropriate. Refusal to do so will result in disciplinary action.

DRIVING POLICY

Students **may not** drive vehicles to the Center or ride with other students unless a driving pass has been obtained prior to the day of driving and signed by the teacher, parent, and principal. Vocational students who miss the bus must get permission from their home school principal to drive. OEP students must call the Career Center principal for permission. Students who drive and arrive late to school are subject to losing all driving privileges. In the event a student is allowed to drive to Career Center, the following rules apply:

1. Student drivers and their vehicles must be registered with the school office and properly display a driving and/or parking permit in their vehicle.
2. OEP students must turn in their keys to the front office upon arrival and any time missed from arriving late will be made up at the end of the day. All students who drive to campus without a permit will be held until 10 minutes after the last bell before being dismissed.

3. At all times students must obey the speed limits around the school. Maximum speed limit on campus is 15 MPH. Safe driving practices are expected at all times.
4. No unauthorized riders will be allowed to ride in a student's car. Any student transporting a passenger must have both their parents and the passenger's parent's permission in writing. Students are not permitted to give rides home to other students after school.
5. Student drivers are not allowed to leave the school premises during school hours, 8:30 a.m. – 2:45 p.m. without a separate driving pass allowing them to leave on that day.
6. Students must drive safely. Reports of unsafe driving practices while going to or from school will result in a loss of privileges. This includes any verifiable call-in reports and reports by bus drivers.
7. Only students with a valid state driver's license and proof of insurance will be granted permission to drive to school.
8. Student parking is in the south school parking lot (turn left upon entry to the facility just past the guard shack inside the gate).
9. Any changes in driving status must be reported to the office.
10. Cars are not to be used for loitering or recreation before, during, or after school. This includes sitting or driving the car with loud music playing.
11. Students are expected to leave the school area promptly after being released.
12. According to Illinois State law, vehicles driven on campus may be subject to being searched by school authorities, including searches conducted through the use of specially trained dogs.
13. Unnecessary revving of the engine and "slipping" the tires is not allowed.
14. Students are expected to be at school prior to 8:30 a.m. Students will lose these driving privileges if they arrive to school late three or more times.
15. If a student is repeatedly missing the bus and driving to school, driving privileges will be revoked. At that time, a student will need to have someone else bring them to campus or will have to take an unexcused absence for the day. If a student drives to campus after privileges have been revoked, they will be asked to leave campus and the day will be recorded as an unexcused absence.

DUE PROCESS

If you are referred for disciplinary action and/or are removed from class for inappropriate behavior, you will be given the opportunity to present your view of what happened. If you wish to appeal disciplinary action taken by a teacher, you should discuss the matter with the Career Center of Southern Illinois Administration or your home school counselor or administrator. If the issue is not resolved, an appeal may be made to the Career Center of Southern Illinois Director.

EMERGENCY DISMISSAL OF SCHOOL (Snow Days)

School will be closed if the roads are too dangerous for buses to travel. Generally, school districts that do not close will be notified if the Center is closed. CCSI uses an automated calling system to notify students and families of school closings. It is crucial that families' and students' current contact phone number is updated with the school office in order to ensure that students and families receive these important call notifications. The following stations will carry the announcements between 6:30 a.m. and 7:15 a.m.:

Television: Channels 2, 4 and 5

Please do not call the school to see if school is in session, as the telephone is needed for emergencies. An automated call will go out to students if school is cancelled. It is the responsibility of parents and students to notify the school of changes to their contact information.

Employee Code of Professional Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Standards related to school employee-student conduct shall, at a minimum:

- 1.** Comply with the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education;
- 2.** Prohibited grooming behaviors and sexual misconduct include, but are not limited to (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
- 3.** Employees are expected to maintain professional relationships with students.
 - a. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between an employee and student. This District has a “zero tolerance” for any conduct that crosses over that professional line.
 - a. Employees are not permitted to transport District students in the employee’s privately owned vehicle, unless the employee has obtained the prior permission of the Building Principal and/or Superintendent to do so.
 - b. Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities used in furtherance of the District’s educational mission are permitted.
 - c. Employees are not permitted to meet with a student or contact a student outside the employee’s professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship
- 4.** District employees are mandated reported and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
- 5.** Employees, students, parents, and any third party can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting, to a District Complaint Manager, Nondiscrimination Coordinator, Title IX Coordinator, or any other District administrator or staff member the person feels comfortable reporting to; and
- 6.** Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

ENGLISH LEARNERS

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, CCSI's English Learners programs.

ENROLLMENT

Students who are attending Career Center of Southern Illinois must follow all state and home school policies regarding residency for enrollment.

FEES TO BE PAID BY STUDENTS

Textbooks are purchased by the school and loaned to students. Workbooks and other materials are purchased by the students. Students are expected to provide their own pens, pencils, etc. A course fee is charged for all Career and Technical Education courses and for some academic classes. Students will be expected to pay for lost or damaged books or other school-owned materials based on the age and condition of the book. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Please note, all fees are subject to change.

Auto Body	\$75.00/year
*Respirator and Safety Glasses	\$30.00
Automotive Technician	\$75.00/year
*Safety Glasses	\$5.00
Child Care and Learning Services	\$75.00/year
Nursing Assistant/Health Occupations	\$75.00/year
*CNA Textbook & Workbook	\$90.00
*Medical Terminology Workbook	\$30.00
Law Enforcement	\$75.00/year
Welding	\$75.00/year
*Welding Gloves	\$15.00
*Safety Glasses	\$5.00
*Cutting Glasses	\$10.00
*Welding Hood	\$60.00
<i>Welding students may opt to use their own equipment rather than purchase through the school.</i>	
*OEP Registration Fee	\$25.00/year

*Fees for registration equipment and workbooks cannot be waived.

School locks are available upon request. A \$5.00 fee will be charged for locks that are not returned

FUNERALS (OEP)

Students will be given excused absences to attend the funeral of an immediate family member. Immediate family will include mother, father, grandparent, aunt, uncle, cousin, or sibling. The student will be given two days for a local funeral (within 100 miles) and up to four days for out-of-area funerals (more than 100 miles). Appropriate documentation is required. Attendance at any other funeral will count against the two day attendance policy. If the student absence extends beyond the allowable two- or four-day limit, they may incur a reduction in the course grade in the class where teachers require classroom participation as a portion of the grade. These procedures are outlined in the teachers' classroom management plan.

GANGS

Secret societies, gangs, and gang-like activities are prohibited at school. "Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. As a result, the following behavior committed by a student on school grounds, participating in school activities or while traveling in a school vehicle will constitute gross disobedience or misconduct:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of or associated with membership or affiliation in any gang or gang-like activity.
2. Committing any act or omission or using any speech, verbal or non-verbal (including gestures, handshakes and hand signals), showing membership or affiliation in a gang or that could be construed as such.
3. Using any speech or committing any act of omission to further the interest of any gang or gang-like activity, including but not limited to:
 - Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - Committing any other illegal act or other violation of school policy.
 - Acting or inciting other students to act with physical violence upon any other persons or property.
 - Causing graffiti to be exhibited on school property, including graffiti intended to denote gang members' territory.

GRADES

Grades are an appraisal of student achievement based on the objectives of the course in which the student is enrolled. Each student will be encouraged to enroll in classes at their ability level. A student may be removed from the program if they fail two or more classes in a semester. The following grade scale has been approved by the Board and is generally used in all programs.

Letter Grade	Quality of Work	%
A	Highest	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	60-69
F	Failing	Below 60

Dual Credit- Select Career and Technical Education courses offer dual credit agreements with Southwestern Illinois College. Students enrolled in those courses are eligible for dual credit upon successful completion of the course

GRADUATION REQUIREMENTS (OEP)

Each student who is seeking a high school diploma must meet the graduation requirements of their home high school. A transcript evaluation listing current and required graduation credits will be located in each student's Individual Optional Education Plan folder.

SCHOOL COUNSELING SERVICES

The school counselor is available to meet with students individually to discuss academic, career/technical, or personal concerns. Students who wish to meet with the school counselor should schedule an appointment, when possible. For immediate needs, the student can have their teacher contact the counselor's office to arrange a timelier appointment.

HARASSMENT/SEXUAL HARASSMENT

No person, including a Career Center employee or agent, or student, shall harass or intimidate another student based upon a student's actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. Career Center will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Director shall use reasonable measures to inform staff members and students that Career Center will not tolerate harassment, such as by including this policy in the appropriate handbooks.

Bullying

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate.

Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying, harassment, or intimidation on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

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

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.

4. Substantially interfering with the student or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

Complaints of bullying, intimidation or harassment may be made in accordance with the District Harassment Procedure.

A student or employee who harasses any student is subject to discipline, up to and including expulsion or termination (as appropriate).

Sexual Harassment Prohibited

CCSI shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a school employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A school employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

Title IX Coordinator:

Stephanie Mohr, 6137 Beck Road, Red Bud, Illinois, 62278
618-473-2222 ext. 100

CCSI will investigate complaints of sexual harassment in accordance with Policy 2:265.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school named officials Complaint Manager or any staff member. CCSI named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted, however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

Nondiscrimination Coordinator:

Name: Stephanie Mohr, Director
Address: 6137 Beck Road, Red Bud, IL
Telephone No. (618) 473-2222

Complaint Manager:

Name: Principal and/or School Counselor
Address: 6137 Beck Road, Red Bud, IL
Telephone No. (618) 473-2222

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the district's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment. The Director shall use reasonable measures to inform staff members and students that Career Center will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any Career Center employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any Career Center student who is determined, after an investigation, to have engaged in in bullying, intimidation or (sexual) harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding bullying, intimidation or (sexual) harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. CCSI will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

Teen Dating Violence Prohibited

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

HOMELESS STUDENTS

The McKinney-Vento Act governs the rights of homeless students. Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. Generally, a homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency.

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

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

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

HONOR ROLL (OEP)

In recognition of those students with high academic achievement, an Honor Roll will be published at the end of each nine-week grading period. All subjects are weighted equally. The grade point average required for the Honor Roll is at least 3.0 based on a 4.0 scale. High honors will be given to those students scoring at least 3.6. Making a “D or F” in any subject will eliminate eligibility for the Honor Roll even if the overall grade point is 3.0 or above.

ILLNESS AT SCHOOL

Students who become ill at school should report to either the principal or main office. If it is necessary to go home, the parents or home school will be notified. OEP students will not be allowed to leave on a vocational bus unless they have permission from the home school. Students complaining of illness will be allowed to leave with a parent, or a designee of the parent. Parents must make arrangements to have their student picked up in case of illness. Students leaving before the end of the school day will have a partial day charged against their allotted use of sick days.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

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

LOCKERS

Lockers are available in some vocational areas. Lockers are the property of the school and subject to inspection at any time. The school is not liable for lost or stolen books or personal items. It is the student's responsibility to secure their belongings. Problems with your locker should be referred to your teacher or principal. Locks are issued by the Center as part of the book rental or lab fee. Lost locks or locks not returned will result in a \$5.00 replacement fee. Personal locks are not permitted.

LOST AND FOUND

Books and other items that have been found should be turned in to the main office as soon as possible. Lost and found items will be kept in the student records office for safekeeping. Check with the principal if you have lost an item and are unable to find it anywhere else.

LUNCH DETENTION

Students may be assigned lunch detention for a variety of rule violations. When a student is assigned a lunch detention, they are to report to the cafeteria at 12:20 to pick up their lunch and then report immediately to the Alternative Study classroom to serve their lunch detention. Students are to remain in the classroom until dismissed by the supervisor at 12:50. Any unacceptable behavior during lunch detention will result in additional punitive action.

MEDICINE AT SCHOOL

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the school's procedures on dispensing medication.

No CCSI employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (SMA Form) is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Any student who is required to take medication at school must comply with the following school regulations:

1. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. Students should bring only the amount needed for that day. No student may be in possession of prescription drugs not prescribed to them.
2. Written permission must be received from the parent/guardian detailing the name of drug, dosage, and time to be given. Possible side effects should be noted.
3. All medicine should be placed in the principal's office.
4. Unless contraindicated, students will be issued non-aspirin or Tums upon request.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The Director or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action

plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

CCSI shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless CCSI and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Permission granted to a student to possess and self-administer medications will be effective for a period of one school year, and must be renewed annually.

A diabetes care plan will be developed for any student who seeks assistance with diabetes care in the school setting. It is the responsibility of the student's parent or guardian to share information regarding the student's diagnosis, recommended treatment, and required medication upon the initial diagnosis or any change to the treatment plan. Parents must provide the student's health care provider's instructions concerning the student's diabetes management in writing to school staff. The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

Medical Cannabis

The Compassionate Use of Medical Cannabis program Act allows medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. Their parent/guardian, or designee, registered as a designated caregiver to administer medical cannabis to the student. Both the student and the designated caregiver must possess valid registry identification cards issued by the Illinois Department of Public Health (IDPH), copies of such to be provided to the district. After administering the product to the student, the designated caregiver will immediately remove it from school premises.
1. A properly trained school nurse or administrator
2. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

The student's parent/guardian must complete a School Medication Authorization Form – Medical Cannabis. The product may not be administered in a manner that, in the opinion of the school, would create a disruption to the educational environment or cause exposure of the product to other students. CCSI retains the right to use its discretion to regulate the administration of the product, which may not be administered in a manner that, in the opinion of the school, would create a disruption to the educational environment or cause exposure of the product to other students.

The product may not be administered in a manner that, in the opinion of the school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. CCSI may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

OUT-OF-SCHOOL SUSPENSION (OEP)

A student's out of school suspension assignment is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. *The level of consequences imposed will be*

consistent with the Illinois School Code. A suspension may not exceed ten (10) school days. Prior to suspension, a conference shall be held with the student to explain the charges. However, a pre-suspension conference is not required when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable. Upon request of the parents or guardian, the Board or a hearing officer appointed by the Board shall review such action of the Director or principal. At such review, the parents or guardian of the pupil may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate.

During an out of school suspension assignment, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will have five days from their return date to submit missed assignments. Students will be responsible for obtaining and completing assignments that were missed during the suspension period.

Students assigned to an out of school suspension will not be allowed on CCSI property at any time during their suspension. Out of School Suspensions are assigned only for days when school is in session. In the event that school is cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

Re-engagement of Returning Students

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

Support Services

A student who has been suspended out-of-school for more than 4 days may be provided with support services during the time of the out-of-school suspension as deemed appropriate by school officials.

Make-up Work Following Suspensions

School assignments missed during a disciplinary suspension from school require completion. Students will be permitted to make up all any missed work, including homework and tests, for equivalent academic credit.

Students will be granted one day of additional make-up time for each day of absence. The school principal may extend the period of makeup work for special circumstances.

Corporal Punishment

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

Isolated Time Out/Physical Restrain Notification

School officials have the right to use isolated time-outs and physical restraints as defined in the school code. Isolated time-outs and physical restraints are to be used only to maintain a safe and orderly environment for learning and preserve the safety of students and others, not as a form of punishment or a means of disciplining a student. A parent can request a copy of the district's policy by contacting the Director.

PARENT/TEACHER MEETINGS/CONFERENCES

Parent conferences are regularly scheduled at the end of the first quarter of the school year. Parents are urged to call the school to schedule an appointment with a teacher at other times of the year. Generally, teachers are available to speak with parents either by phone or in person from 8:00 a.m. to 8:35 a.m. and from 2:50 p.m. to 3:30 p.m.

Illinois law requires that parent(s)/guardian(s) be given release time to attend school conferences relating to your child. Upon written request, employers must grant employees leave of up to eight hours per school year (not to exceed four hours in any given day) to attend school related functions, including behavior conferences and IEP meetings, which cannot be scheduled during non-work hours.

PASSES

Students are not permitted outside their class area without a pass. Any student seen outside of class will be challenged to present a pass. If you wish to see the principal or counselor, you must first arrange for this in advance and a pass will be issued to you. Students will not be permitted to leave their assigned class for another one without permission by both teachers and authorization by the principal.

PESTICIDE NOTIFICATION

In accordance with State laws, Career Center of Southern Illinois will provide notice of specific pesticide use to any school staff, student or parent who requests this notification. You can request to be placed on our Pesticide Notification list by contacting the building principal and providing your name, address and day phone number. You can make this request at any time during the school year. We will provide anyone on our Pesticide Notification list with notice of any use of chemicals used to control insects, rodents, or weeds. We will provide notice in writing or by phone at least 48 hours prior to the application. Notice of pesticide applications made to control emergency pest problems will be provided as soon as possible after the application.

PHONE CALLS

Students may use the phone in the office only with **administrative** permission and for school related business. Students may not make calls from classroom.

POSSESSION OF NARCOTICS, STIMULANTS, MARIJUANA, ALCOHOL, ETC.

Students who engage in such activities as using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia are subject to discipline. Improper use of any substance by inhaling, huffing, or sniffing will be in violation of CCSI's drug policy and may result in removal from the Optional Education Program. Discipline will be imposed on a case-by-case basis including up to suspension and removal from Career Center programs and/or possible expulsion from school, notification of local law enforcement and criminal prosecution.

A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable in their possession.

When school staff suspect that a student may be under the influence of alcohol and/or drugs, the school nurse or a school administrator will assess the student to determine whether there are reasonable grounds for suspecting the student is under the influence of alcohol and/or drugs. If reasonable grounds exist to suspect the student may be under the influence of alcohol or drugs, the student will be asked to submit to an alcohol breathalyzer test and/or an 8-panel drug screen at an approved facility immediately upon leaving school. Any student refusing to take the test and is otherwise believed to be under the

influence will be subjected to the same penalties. Students found to be under the influence will receive a suspension up to and including ten days, along with removal from Career Center programs and/or possible expulsion from school and notification of authorities. Any student refusing to take the test and is otherwise believed to be under the influence will be subjected to the same penalties.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of any object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in the school's student locker, desk, or other school property, or (d) any location on school property or at a school-sponsored event. Being under the influence of a controlled substance, for the purposes of this policy, shall be considered as the student being in "possession". Students may be authorized to be administered a medical cannabis infused product under Ashley's Law.

PREARRANGED ABSENCES (OEP)

Deer hunting, family vacations, and other prearranged absences must be approved by the principal. These approved absences will generally be "charged" to a student's allotted sick days. No more than three days will be approved for prearranged absences. The student must present all make-up work on the day they return from the prearranged absence but may be subject to a grade reduction resulting from a loss of class participation points as outlined in the teacher's classroom management plan.

PROFANITY

Students should monitor their language while on campus and be respectful of other students and CCSI employees. Frequent use of profanity in the presence of staff will result in a meeting between the student and principal. If issues persist, further disciplinary action will be enforced. Abusive language directed at other students and staff members will result in immediate disciplinary action up to suspension or potentially a drop from the program depending upon the severity and impact of the statements made.

PROGRESS REPORTS

At the mid-point of each quarter, progress reports will be sent home for all students. Parents should read these carefully and contact the teacher or school with questions or concerns. The student should check with the teacher on how to improve this grade before the quarter ends.

PROHIBITED ARTICLES

Problems arise each year because students bring articles, which are hazardous to the safety of others or interfere in some way with school procedures. Such items as guns, knives, firecrackers, and other illegal items must not be brought to school.

Unnecessary electronic items (tablets, Bluetooth speakers, digital cameras, music players) and other materials brought from home that could be a disruption to the learning environment are undesirable at school and will be confiscated if they are visible to the teacher or causing a problem in the classroom. Headphones/earbuds are not to be worn during classroom instruction and will be confiscated if necessary. Blankets are not allowed on campus. These items will be returned to the student (usually at the end of the day). If the item is brought to school again, the parent must come to school to retrieve the item and to have a conference with the principal.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection including kissing, inappropriate touching, sitting on laps, etc. is not acceptable at the Career Center. Those students found in violation of this will be disciplined based upon the severity of the infraction.

ARRIVING TO SCHOOL

Students must get off the bus and go directly to class, the cafeteria, the pavilion, or the bathrooms. If student is eating breakfast, student must go directly to the cafeteria and then immediately to class after eating breakfast.

SAFETY

The rules of safety will be constantly emphasized in our school. Industry places a premium on safe workers. Our shops are equipped exactly as those in industry. Consequently, student behavior must resemble that of a worker or the student will forfeit their opportunity to participate. The following are some general safety rules. More detailed instruction is given by individual teachers.

1. All students, employees, and visitors will be required to wear eye protection while in the shop.
2. Equipment should only be operated by those individuals qualified to do so.
3. Horseplay, wrestling, or other childish behavior will not be tolerated.
4. Loose or baggy clothing, dangling jewelry, and wristwatches can be caught in machinery. These items should be removed.
5. Throwing objects is strictly forbidden.
6. Students are to remain in the buildings unless given permission by the instructor to be outside.
7. Report all injuries, no matter how slight, to your instructor.
8. Students must wear appropriate footwear in vocational classes. Shoes can be kept and stored in a student's shop locker.

SEARCH AND SEIZURE

The administration at the Career Center reserves the right to search individuals, lockers, cars, and book bags/handbags when there is "reasonable suspicion" for suspecting that a search will provide evidence that the particular student has violated or is violating the law or CCSI policy. The depth and scope of the search will depend upon the evidence of suspicion. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex and the nature of the infraction. Personal searches will be conducted in a professional manner usually with another staff member present. If a search produces evidence that the student has violated or is violating the law or the CCSI's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. Contraband items will be confiscated and either destroyed, turned over to the police, or given back to the student at the end of the day depending upon the nature of the confiscated item found. Students who are in possession of drugs or drug paraphernalia will be referred to the Monroe County Sheriff's Department for prosecution.

The use of illegal drugs on a school campus puts student's safety at risk. The Career Center of Southern Illinois may initiate the use of drug sniffing dogs. During the search, students will be asked to leave the building or area leaving book bags/handbags and any other personal items behind.

School property, including but not limited to, desks and lockers is owned and controlled by CCSI and may be searched by school authorities at any time. School authorities are authorized to conduct general administrative inspections of school property without notice or consent of the student and without a search warrant.

As stated in the Illinois School Code 105 5/10-22.6, school searches may be done to maintain order and security in schools. School authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned and controlled by the school, as well as personal effects left in those places and areas by students without notice or consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these areas or in the personal effects left in these areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this section of the law, local ordinance, or the school's policies/rules, produces evidence, such evidence may be seized by school authorities, and disciplinary action take.

SEX EQUITY

No student shall, on the basis of sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal to the Board's resolution of the complaint to the Regional Superintendent of schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

SEX OFFENDERS NOTIFICATION

This is for informational purposes only. The Department of State Police maintains a Statewide Sex Offender Database that parents may access.

State law requires that all schools provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

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

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

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

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

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

A violation of this law is a Class 4 felony.

SLEEPING IN CLASS

Students will not be allowed to put their heads on their desk and/or sleep in class. Teachers will give verbal warnings and may offer a student the opportunity to stand up, get a drink, or take a short walk. Repeated "sleeping" incidents will result in the student being sent to the office. Any student sent to the office for sleeping will be disciplined on a case-by-case basis. A student who refuses to stay awake and complete their work in class will have a conference with the principal and parents will be contacted regarding the possibility of being dropped from the program.

SMOKING (OEP)

In compliance with Federal law, Career Center of Southern Illinois is a smoke free campus. Students will not be allowed to have any form of tobacco products or electronic cigarettes in their possession at school. If a student is caught in possession of any of these items, they will be confiscated. Students who violate this smoking/tobacco policy will be disciplined as follows:

FIRST OFFENSE:	1 DAY OUT OF SCHOOL SUSPENSION
SECOND OFFENSE:	3 DAY OUT OF SCHOOL SUSPENSION
THIRD OFFENSE:	REMOVAL FROM THE OPTIONAL EDUCATION PROGRAM

Smoking and use of tobacco, vapes, juuls, cigars, and/or electronic cigarettes on the bus will not be tolerated. The smoking policy will apply to the bus. If a student is found in possession of or using a vaping device, the administration may request the student undergo drug testing. Electronic devices will be tested for the presence of THC and if found, the student will be disciplined under the drug use/possession policy.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school record if maintained by Career Center, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. Career Center may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, Career Center will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's records without notice to, or the consent of, the students' parent(s)/guardian(s).

The Director shall implement this policy with administrative procedures. The Director shall also designate a records custodian who shall maintain student records. The Director or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act (ISSRA) afford parents and eligible students certain rights with respect to their educational records, which include the following:

1. The right to inspect and copy the student's education records within 10 days of the day the district receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. The Building Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where records may be inspected. In certain circumstances, CCSI may request an additional 5 business days in which to grant access. CCSI charges per page for copying, after the first 50 pages of records are provided, or from page 1 of the records if the copies of the records have been previously provided. If the person is unable to pay these expenses, he/ she should contact the Building Principal. No one will be denied their right to copies of their records for inability to pay this cost.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, irrelevant, or improper. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and ISSRA authorizes disclosure without consent.

4. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by CCSI as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligations with the District.

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

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

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

5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.
6. The right to prohibit the release of directory information concerning the parent's/ guardian's child. Throughout the school year, CCSI may release directory information regarding its students, including:
 1. Student name, address, and telephone number, and photograph.
 2. Participation in officially recognized activities, events, and sports.
 3. Honors, honor rolls, degrees, and awards received and grade placement.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written

consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your school student's name, address, and telephone numbers without your prior written consent.

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

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

STUDENT ONLINE PERSONAL PROTECTION ACT

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA ([105 ILCS 85/](#)), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, CCSI may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule

- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school

STUDENTS IN BUILDINGS

Generally, students are permitted in the buildings at 8:30 a.m. During lunch period, all buildings are off-limits except for the lunchroom unless area is teacher supervised. Students should use the bathrooms prior to leaving their buildings for lunch. During inclement weather, a classroom will be opened to reduce the number of students in the lunchroom. Students may use the basketball court at lunchtime, but they are not allowed on the childcare playground.

STUDENT ACCOUNTS

The Director or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

STUDENT VISITORS

School policy is to accept only those visitors who have legitimate business at the school. All visitors and guests must register in the office immediately upon arriving on the campus, wear a visitor pass and sign out when leaving. Visits will be limited to times where there are no current students on campus. Teachers are available between 8:00 and 8:30 a.m. and 2:45 and 3:30 p.m.

SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to CCSI's educational objectives or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Parents have the right to inspect any collection instrument used for the purpose of marketing or selling personal information. Parents may opt out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

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

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

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

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. Parents wishing to inspect instructional material should contact the appropriate teacher or building principal.

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. *Invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is administered pursuant to CCSI's drug and alcohol testing program.
4. Is otherwise authorized by policy.

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

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.

3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards.

Parents may opt out of any of the above listed activities by filing with the appropriate school office a non-disclosure request form by September 1st of each school year

TARDINESS

A tardy is defined as a student arriving to class within the first ten minutes after the class period has started without a pass. Any student arriving after that time without a pass will be considered unexcused and absent for that class period.

Oversleeping, automobile problems, missing the bus, etc., are not considered acceptable excuses for being tardy. Disciplines must be prearranged by the teachers with the administration. Excessive tardies (more than three per quarter) should be referred to the principal for additional disciplinary action. An accumulation of ten or more tardies in a quarter may result in the student being dropped from the program.

VIDEO CAMERAS

Video cameras are mounted at various locations throughout the Center and in classrooms to record audio and video of student activities.

WAIVER OF STUDENT FEES

The Director will recommend to the Board any fees that will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of or damage to schoolbooks or other school-owned materials. Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parent(s)/guardian(s) are unable to afford student textbook fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books. Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) on an application form available in the main office.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105ILCS125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).

The Director or designee will give additional consideration where one or more of the following factors are present: 1) Illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.; 3) Unemployment; 4) Emergency situations; and 5) When one or more of the parents/guardians are involved in a work stoppage. The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student. The Director will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Director's denial of a fee waiver request may be appealed to the Board of Control by submitting the appeal in writing to the Chair of the Board of Control within 14 days of the denial. The Board Chair or designee shall respond within 14 days of receipt of the appeal. The decision of the Board is final and binding.

The following fees are not eligible for a fee waiver:

\$25 OEP Registration Fee

**Workbook and Textbooks that are required to be purchased by the student in vocational classes
Any equipment charges for Welding, Auto Body, and Auto Tech**

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

WITHDRAWAL AND REMOVAL FROM CAREER CENTER PROGRAMS

VOLUNTARY WITHDRAWAL

Students who request to be withdrawn from the Optional Education Program at CCSI may not be permitted to reenroll at CCSI until the beginning of the following semester. Students who wish to return to CCSI after voluntarily withdrawing from the Optional Education Program must be referred by their home school in order to re-enter the Optional Education Program.

INVOLUNTARY WITHDRAWAL

Behavioral and disciplinary interventions and consequences will be determined based upon a variety of factors including but not limited to, the severity of the incident, the student's past disciplinary record, harm (physical or emotional) to others or property, prior behavioral and disciplinary interventions attempted, evidence of planning or pre-meditation, the safety of other students, staff or members of the school community, the disruption or interference with other student's learning opportunities or the operations of the school and other factors deemed relevant by the school administration.

Discipline is determined at the discretion of the administration and the Board of Control.

CCSI's behavioral and disciplinary interventions may include, but are not limited to, the following behavioral and disciplinary interventions:

1. Notifying parent(s)/guardian(s)
2. Conferences with the Student
3. Conference with the Parent/Guardian and/or Student
4. Counseling
5. Removal from the Classroom
6. Detention (Including Lunch Detention, Before School Detention and After School Detention)
7. Denial of Privileges
8. Return of Property or Restitution
9. Behavior Contracts
10. Community service
11. Seizure of contraband; confiscation and temporary retention of personal property
12. Suspension of bus riding privileges
13. In School Suspension
14. Out of School Suspension
15. Referral to Law Enforcement
16. Transfer back to Home School/Removal from the program
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity

Career Center of Southern Illinois has several policies that are strictly enforced. Students may face disciplinary action up to and including suspension and removal from Career Center programs for violation of the terms of the Optional Education Agreement, repeated violation of Career Center policy, and/or gross disobedience and misconduct.

Violation of the following policies may also result in a suspension lasting up to 10 days and removal from Career Center programs:

- **Distribution, sale, and/or possession of illegal drugs, drug paraphernalia, look alike-substances, or alcohol**

- **Being under the influence of illegal drugs and/or alcohol on school property, on school buses, at bus stops or at any school event**
- **Theft from either the Center, faculty, or other students**
- **Initiating a physical fight, or being involved in a physical fight without acting in self-defense.**

Students who engage in illegal activity at school, the school bus, or on school grounds will be referred to local law enforcement.

Before removal, the student and/or parent(s)/guardian(s) will be provided written notice of the suspension, the reason for suspension, including any Career Center policy which was violated, the length of suspension, a notice to the student and/or parent(s)/guardian(s) of their right to a review of the suspension, and a statement of intent to remove the student from the program at the end of the suspension. The notice will also indicate if and when the student will be eligible to return to CCSI.

Students who are withdrawn from the Optional Education Program should contact their home school about the possibility of continuing their education, however, the home school has the authority to enforce the terms of the suspension and/or initiate expulsion procedures in accordance with their disciplinary policy. Students who are withdrawn from the program before the end of a quarter may lose the credit earned for that semester.

Students who are removed from the program for a drug-related offense, will be required to provide documentation of being drug-free 5-10 days prior to the first day of the semester before consideration for re-entry into the Optional Education Program as set forth in Career Center procedural guidelines.

Students that receive a 10-day suspension with less than 10 school days left in the semester will not be allowed to return the following semester, all students must sit out a full semester following their suspension.

Students who are removed from the Optional Education Program for violating the attendance policy or for reasons other than major disciplinary actions may not be referred back until after one full semester has passed.

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SCHOOL CALENDAR 2024-2025

August 12 th	Teachers' Institute – No Student Attendance
August 13 th	First Day of OEP Attendance
August 14 th	First Possible Day for HS Vocational Students
September 2 nd	Labor Day Holiday – No School
September 13 th	School Improvement – 12:30 Dismissal of Students
September 20th	8th Grade Career Day, No Student Attendance
October 4 th	End of 1 st Quarter
October 10 th	Parent Teacher Conferences 4:00 pm – 8:00 pm
October 11 th	Parent Teacher Conferences 8:30 am – 11:30 am No Student Attendance
October 14 th	Columbus Day Holiday – No School
November 5 th	Election Day – No School
November 8 th	School Improvement – 12:30 Dismissal of Students
November 11 th	Veteran's Day Holiday – No School
November 27 – 29 th	Thanksgiving Break
December 20 th	School Improvement – 12:30 Dismissal of Students End of 2 nd Quarter / 1 st Semester
December 23rd thru January 7th – Winter Break	
January 6 th	Teachers' Institute – No Student Attendance
January 7 th	Classes Resume
January 20 th	Martin Luther King, Jr. Holiday – No School
February 17 th	President's Day Holiday – No School
February 28 th	Parent Teacher Conferences 8:30 am – 11:30 am No Student Attendance
March 3 rd	Casimir Pulaski Day - No School
March 14 th	End of 3 rd Quarter
March 21 st	Teachers' Institute – No Student Attendance
April 18 th – April 21 st	Spring Break
May 2nd	School Improvement – 12:30 Dismissal of Students
May 20 th	School Improvement – 12:30 Dismissal of Students End of 4 th quarter / 2 nd Semester
May 21 st	Proposed Last Day of School (1 Snow Day)
May 22 nd	Proposed Last Day of School (2 Snow Days)
May 23 rd	Proposed Last Day of School (3 Snow Days)
May 26 th	Memorial Day Holiday – No Student Attendance
May 27 th	Proposed Last Day of School (4 Snow Days)
May 28 th	Proposed Last Day of School (5 Snow Days)

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NOTICE

The Student-Parent Handbook is to be distributed to all people who are concerned with the curriculum, the discipline and the rights of the students, teachers and administrators engaged in the education of the students at Career Center of Southern Illinois.

I invite the parents, the students, and the teachers to join with me in receiving, reading and enforcing the concepts of education and discipline found in the pages of the handbook.

I ask the parents and the students who receive and read the Student-Parent Handbook to sign the attached forms and return them to the office indicating that they have a copy of the handbook to use as a reference throughout the 2024-2025 school year.

Sincerely,

Dan Classen, Principal

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PARENT/GUARDIAN ACKNOWLEDGEMENT OF RECEIPT OF STUDENT-PARENT HANDBOOK 2024-2025

I, _____, (parent or guardian unless student is 18 years of age or older), have received a copy of the Career Center of Southern Illinois Student-Parent Handbook, and will refer to it throughout the 2024-2025 school year.

I have read the Computer and Internet Use – Rules and Regulations. I have discussed the terms of the Rules and Regulations with my son/daughter. I hereby request that my son/daughter be allowed access to the school's computers.

I also understand that the school's computer access to the Internet is designed for educational purposes. In the unlikely event that a student accesses, either intentionally or unintentionally, inappropriate Internet material, I will hold harmless the school, its employees, and Board members for any harm caused by this material. I hereby request that my child be allowed access to the Internet through the school's connection.

I also understand that in Health Class, Child Care Class, and Health Occupations Class students will learn about sex education, STDs and various birth control methods with a major emphasis that the only safe birth control method is abstinence. Unless otherwise indicated below, I grant my permission to have my child participate in these lessons.

Unless otherwise indicated below, I also grant my permission to have my child's image published on the school's Facebook page, website, yearbook, or newspaper.

Student's Name _____

Parent/Guardian Signature

Date

_____ I would prefer NOT to have my child's image (picture or photograph) published on an authorized school Internet site and/or social media site (Facebook), yearbook, or newspaper.

_____ I would prefer NOT to have my child participate in the sex education lessons taught at Career Center of Southern Illinois.

_____ I do not consent to having my student's information shared with any branch of the armed services and will submit a written request stating such.

_____ If my student is in the process of enlisting with any branch of the armed services, I consent to releasing their academic information to an authorized recruiter.

Form must be signed and returned within 15 days of receipt of handbook.

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STUDENT ACKNOWLEDGEMENT OF RECEIPT OF
STUDENT-PARENT HANDBOOK 2024-2025

I, _____, (student), have received a copy of the Career Center of Southern Illinois Student-Parent Handbook, and will refer to it throughout the 2024-2025 school year.

I understand and will abide by the Computer and Internet Use – Rules and Regulations. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

Student Signature

Date

Form must be signed and returned within 15 days of receipt of handbook.

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