

IX. STAFF

**Teen Learning Center
Staff Roster
2011 – 2012**

Cliff Eason Principal
Sylvia Coates Teacher – English
Blair Deacon Guidance/Social Worker
Valerie Dennis Teacher – English
Tim Gearrin Teacher – Math
Seth LaMagna Teacher – Social Studies
Kimberly Lockhart Teacher – Special Services
Roger Parks Teacher – Science
Bill Stockham Teacher – CTE
Darlene Bailey Reading Interventionist
Andrea Moore Secretary
Mike Ricker School Resource Officer
Ken Stackhouse Day Porter
Hielene Tubbs Teaching Assistant

Teen Learning Center

350 Central Ave. NW
Cleveland, TN 37311
Phone 423 339-0902
Fax 423 559-9477

**Student Handbook
2011 - 2012**



Clifton C. Eason
Principal

VIII. HEALTH

School Nurse - A registered nurse is on duty Tuesday mornings from 9:00 A.M. to 11:00 A.M. If an emergency arises at other hours, office personnel will contact the nurse.

Clinic Rules

1. A student must have a pass from a teacher to see the nurse.
2. A student may not wait in the office for an extended period of time.
3. A student must have a medication form signed by a parent or guardian and physician (if it is prescription medication), before the nurse (or designee) can give medication. If a student does not have a signed form, the medication **cannot** be administered.
4. A student may not check out unless the nurse first talks to a parent or guardian.
5. It is the parent's responsibility to notify Teen Learning Center of any health problems.
6. Students will not be allowed to call home regarding an illness unless given permission by school nurse or other school staff.

MEDICATION POLICY – (CCBOE: 6.405) - Students may not transport medication. A parent or guardian must register all medication, both prescribed and over-the-counter, in the school office, or the medication will not be administered. Medication is only administered when the student's health requires that it be given during school hours. If the prescription medication is to be taken three times daily, it can be given at home (e.g. morning, after school, and bedtime). All medication administered in school must be in the original container and labeled. The student's parent or guardian must give permission in writing on the medication form before prescription and/or nonprescription medication can be administered. Prescription medication must have a written order from the physician on the appropriate form.

DRUG SCREEN – (CCBOE: 6.3071) - All students shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drug and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

TEEN LEARNING CENTER STUDENT HANDBOOK

2011 - 2012

Mission Statement

To make a positive difference in the lives of our students.

Population Served

1. Students expelled from Cleveland High School and Cleveland Middle School due to violation of Zero-Tolerance Policy
2. Students in 6th - 12th grade who are referred by the Juvenile Court System
3. Students in 6th - 12th grade who are transitioning from State Custody or other alternative educational placement
4. Students who have been unsuccessful in the traditional educational setting and are experiencing difficulties relating to behavior, academics and attendance

Goals

1. Prevent teens from being placed in or remanded to State custody
2. Create an atmosphere that develops a sense of self-esteem, competency, accomplishment, and social approval
3. Provide a lower pupil/teacher ratio than in the traditional educational setting
4. Promote a balance between career preparation and academic requirements through a multi-cultural educational experience
5. Prepare students with relevant real life and career skills
6. Provide a safe and positive learning environment
7. Provide support services for students and parents including individual and group counseling, parent and family counseling, and consultative services
8. Secure parental and community involvement in the school's programs

Method

The Teen Learning Center's program builds collaboration among educational systems, human service agencies and community members to connect and create support services around the "at-risk" student.

Result

Teen Learning Center increases the graduation rate and insures that all students are equipped with the skills and knowledge needed to function in a global society.

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VII. TRANSPORTATION

DRIVING - No student at TLC is to operate a vehicle on campus without first obtaining permission from the principal. Only requests involving employment opportunities or other extenuating circumstances will be considered.

BUS INFORMATION - Cleveland City Schools provides bus services to any student living in the city limits of Cleveland. Bus services are not provided for any student attending Teen Learning Center who lives outside the city limits of Cleveland. Violation of disciplinary and/or safety procedures relating to bus may result in termination of bus riding privileges.

BUS CONDUCT – The main concern of the Transportation Department of Cleveland City Schools is the safety of your children. In order to provide the safest and most efficient transportation, we need your cooperation to see that students understand the importance of and follow bus safety rules. Please review the safety rules with your child and become a partner with us by signing the behavior contract so that we will all have a clear understanding of the expectations of the Transportation Department. Education is your right, transportation is a privilege, don't abuse it.

Students Responsibilities for School Bus Safety

1. Students shall be at the bus stop at the scheduled time, stand back about ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus.
2. Load or unload from the bus only at your designated bus stop unless you have note from your parents and principal.
3. Students shall not play on the highway or road.
4. If student misses the bus, he/she should return home and contact parents. Under no circumstances should a student chase the bus or attempt to hitch a ride or walk to or from school.
5. If there is no seat available, students shall stand in the aisle of the bus facing the front and hold on to the back of the nearest seat.
6. Band instruments shall be permissible only if they can be held on the student's lap or put on the floor by the student's feet. If there is any question about a certain instrument, the bus driver shall be the judge as to whether it may be transported. No large instruments will be transported.
7. If you must cross the road or highway to board a bus you shall wait until the bus comes to a complete stop and the driver has signaled for you to cross in front of the bus.
8. Students who must cross the road after departing the bus in the afternoon shall go to the shoulder of the road (dirt, grass, etc.) ten (10) feet in front of the bus and cross the road only after the driver has signaled him/her to cross.
9. Be courteous to your driver.

Parent Responsibilities for School Bus Safety

1. If you wish to have a conference with the bus driver, contact the school or transportation office. Do not approach or board the bus to speak with the driver.
2. Review the bus rules and conduct expectations with your child.
3. Instruct child to be 5 minutes early to the bus stop.
4. Monitor conduct and safety of your child before the bus arrives each morning.
5. Monitor conduct and safety of your child after the bus departs each afternoon.
6. If necessary, go over the route your child is to take between home and bus stop.
7. Encourage appropriate dress for inclement weather.
8. If you wish your child to ride a different bus or get off at a different stop, provide a note to your schools principal for his or her signature.
9. Be courteous to the driver.

TRANSPORTATION CHANGE – Any change in transportation information must be communicated to office staff by parent in person or by phone contact. Additionally, (written) documentation is needed for student files.

SHOES – Leather, suede, or athletic type shoes are to be worn. Shoes must have a closed toe.

ACCESSORIES – Backpacks, book bags or book satchels are generally not allowed at Teen Learning Center. Girls may carry purses but they may not be of an unusually large size. Mesh or clear bags are allowed in order to transport clothing for gym classes (only). All items are subject to being searched.

JEWELRY / BODY PIERCINGS – No jewelry, except a simple wristwatch or wedding ring (proof of marriage required), is to be worn or brought to school by TLC students. Visible body piercing is not acceptable. Students will be required to remove any piercing or jewelry not in compliance with this policy. These items will be confiscated for the duration of the semester.

ALL APPAREL – No messages are allowed. Brand logos not to exceed a 2” square are acceptable. Logos related to school or school organizations / clubs are allowed. Students cannot wear garments or jewelry with visual or written messages that are likely to cause a disruption to the school environment. Such messages include but are not limited to insults to race, religion, gender, or ethnicity. Any clothing, accessories, symbols, jewelry, or other paraphernalia that depicts or suggests association with a gang shall not be worn or brought to school. All clothing must be hemmed and must not have holes, rips tears or frayed edges. All clothing must be sized appropriately.

SPECIAL SITUATIONS – If a student cannot comply with the standardized dress code based on religious beliefs or an authenticated disability, a parent or guardian may write letter explaining the situation to the Directory of Schools with a copy to the school principal. Each case will be evaluated on an individual basis.

VI. MEALS

LUNCH PERIOD REGULATIONS

1. Food or drink from outside vendors is not permitted. Food or drink prepared at home may be brought to Teen Learning Center but must be placed in the possession of School Personnel until lunchtime. Students may not have food delivered or leave campus for lunch. Lunch prices are \$2.25 (students), \$3.00 (staff), and \$3.75 (visitors). Breakfast prices are \$1.25 (students), \$1.50 (staff), and \$2.00 (visitors).
2. Students must eat at the tables and will sit at their assigned seats.
3. Students are to leave their tables clean. Trays, cartons, plastic utensils, trash, etc., are to be placed in the proper trashcans.
4. Students are not to be in any undesignated area during lunch.
5. No food or drink is to be taken outside of the eating area unless approval is given by the principal.
6. Students are **not** permitted to use a microwave in order to warm food brought from home.

FREE OR REDUCED PRICE LUNCHES - Students whose family income qualifies them for assistance under the Federal Lunch Program may apply for free or reduced lunches on the first day of school or at any time during the school year. Students previously on the program in the Cleveland City Schools are continued on the program at the beginning of school, but must reapply and be approved each year.

SOFT DRINKS - Use of the soft drink machine is limited to those specific occasions approved by the principal. Students are not allowed to bring soft drinks, sports drinks, tea or similar drink products to school.

I. PARENT NOTIFICATION

Cleveland City Schools Non-discrimination / Harassment Policy - Cleveland City Schools will not tolerate discrimination or harassment from employee to employee, employee to student, or student to student on the basis of race, color, national origin, sex, or disability. Anyone who feels he/she has been grieved in regard to any of the aforementioned categories may file a grievance with the Supervisor of Instruction for Cleveland City Schools. A Grievance Form may be obtained in the school office or the central Administrative Office Building. A grievance may also be filed with the U.S. Office of Civil Rights. For detailed information, refer to the Cleveland City Schools Board of Education policies Discrimination harassment of Employees, (5.500), Discrimination/Harassment of Students (6.304), and Student Concerns, Complaints, and Grievances, (6.305). Copies of these policies may be obtained at any school or they can be accessed at our website at www.clevelandschools.org.

Cleveland City Schools Media Statement - “Publicity is an integral part of the regular school program for Cleveland City Schools. Therefore, if you do not want your child in any story, picture or video for publicity in the media, please notify the school in writing within two weeks after the first day of school or within two weeks after registration.” (6.604)

General Responsibilities

Referring Institution (CHS, CMS, Juvenile Court, etc.):

- Contact the Teen Learning Center principal
- Conduct a formal or informal hearing with the parent to make assignment to Teen Learning Center
- Send appropriate transfer paperwork to Teen Learning Center staff

Parents or Guardians:

- Contact Teen Learning Center for an intake session with the principal
- Provide correct, current information including all home and work phone numbers
- Attend Parent Conferences, meetings and workshops

Teen Learning Center:

- Conduct an intake meeting with the parents and student
- Establish rules and an affective program to help change behavior and assist the student in being successful at the home campus
- Assist the student in life skills and setting personal goals so they can be successful at the home campus, or in the workplace
- Provide academic remediation
- Provide behavioral and academic counseling
- Assist and support the Juvenile Court and its officers in rehabilitating students

INCLEMENT WEATHER - In case of inclement weather, consult the following radio or television stations: MIX 104.1, WRCB (Channel 3), WTVC (Channel 9), WDEF (Channel 12).

STUDENT RECORDS - Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

VOLUNTEERS - All volunteers are expected to abide by the rules and guidelines covered in the Volunteer Policy & Procedures Manual. Copies are available in main office.

MOVIES - Teachers utilize many resources in order to make subject matter more meaningful and interesting to the students. Occasionally, film clips or full-length movies may be shown in a classroom. All movies shown will have a rating of G, PG – 13 or PG. In the event that a teacher plans to use material from a movie that has a rating other than the above mentioned classification, parental permission as well as permission from the principal must be received prior to viewing.

COUNSELING - All Teen Learning Center students will be required to attend counseling sessions. Information presented during counseling sessions includes but is not limited to: Drug / Alcohol Education, Anger Management, Peer Mediation, Pregnancy Prevention and Character Education.

SERVICE LEARNING PROJECTS - Service Learning Projects are an important part of our program. All students are required to participate in these planned activities. Refusal to participate can result in disciplinary action and may factor into the decision of returning a student to their home school.

EXTRA CURRICULAR ACTIVITIES

1. Students attending Teen Learning Center are generally not allowed to participate on athletic teams, which represent Cleveland High School or Cleveland Middle School. Exceptions to this rule are made on a case by case basis by the administration of CMS, CHS, and TLC.
2. Seniors (only) are allowed to participate in Prom and other senior-related activities once permission is granted by CHS Administration. Students enrolled in TLC due to zero tolerance offence may not participate in such activities.

WITHDRAWAL PROCEDURES - Requests for withdrawal are made through the Principal's Office. A student returning to Cleveland High School or Cleveland Middle School is not considered a withdrawal.

1. Parents or guardians, and if required, state agency authorities must authorize the withdrawal.
2. Students must have an exit interview with the Principal at which time students may discuss issues regarding their transition.
3. The student must complete the withdrawal form, return textbooks, and clear all financial obligations.
4. The Principal's secretary provides a copy of the withdrawal form, as soon as the form is completed and signed by teachers, student, parent and principal.

SUPPLIES - Students are required to bring paper (in a notebook) and pencil to school each day. Markers, gel pens, sharpies, etc. are not allowed.

INTERPRETATION OF RULES AND POLICIES - In all matters regarding interpretation of rules or policies, the principal's judgment will be final.

II. ACADEMIC

REPORT CARDS - Report cards are distributed approximately one week after each nine-week grading period. Work completed during each grading period (combined) within a semester counts as 75% of the course average, with the final exam counting 25%. Progress reports are also distributed half way into each nine-week grading period.

GRADING SYSTEM - The basic grading system for academic subjects in grades 6 -12 is expressed with the following numerical values:

A= 93-100 B= 85-92 C = 75-84 D =70-74 F = Below 70.

Plus and minus evaluations are not to be added to letter grades. Grades are not to be changed once recorded on a report card. If an erroneous grade has been recorded, correction must be made on a new card. Grades given at the end of each nine (9) week period are determined from tests, homework, and daily work, which may be oral and written assignments. In computing the grade the teacher weighs the value of grades given for various assignments and tests within the applicable period. This procedure enables the teacher to allow for individual student differences in the grading process. Any assignments and tests required of a student are considered in the computation of his or her grade.

V. DRESS CODE

General Information – Students are expected to adhere to dress code at all times while on campus unless given special permission by principal due to extenuating circumstances. The school staff will correct any fixable violations, with repeated violations possibly carrying disciplinary consequences. Assignment of isolation and/or Teen Learning Center uniform generally constitutes disciplinary consequences. Students arriving at school who cannot comply with the dress code will not be allowed to attend classes.

Pants, Skirts, Shorts, Skorts - Bottom wear must be dress or casual style made of corduroy, cotton, twill, or wool material in solid colors only. Denim is not allowed.

Skirts, shorts, or skorts, must be to the crease of the knee or below and of solid colors only. Any slits may not extend further than three inches from the hem or three inches from the crease of the knee whichever is higher.

All bottom wear must be size appropriate and be worn securely around the waist. Size appropriate means that the waistband must be above the hipbone. No undergarments are to be visible at any time. Pants with the crotch hanging down are not permitted. Excessive material in the legs is not permitted. Nothing may hang from any pocket or belt.

Examples of unacceptable bottom wear are (but are not limited to): blue jeans, sweat pants, basketball shorts, overalls, large bell-bottoms, polyester, nylon, parachute cloth, spandex, leather, and suede. Tight fitting stretch pants will not be allowed. No added layers of clothing allowed (Ex. two pairs of shorts, pants, etc.).

DRESSES – Girls may wear any solid color dress with the length to the crease of the knee or below. Any slits may not extend further than three inches from the hem or three inches from the bottom wear. Dress must have the appropriate collar and sleeves or be worn over the top of garments with the appropriate collar and sleeves.

BELTS – Belts are required for all bottom wear with belt loops. Belts may be leather or fabric and have a plain buckle. Belts must be clearly visible all the way around the waist. Any extra belt length must be threaded through belt loops.

SHIRTS – All shirts must be solid color, golf/Polo type or button-up and have sleeves, buttons and a standard collar.

Shirts are to be buttoned to the base of the neck (or top of collarbone). Shirts must be tucked in, remain tucked in at all times, and extend below the top edge of bottom wear so that the bottom wear will overlap the shirt when the student is seated and the shirt is tucked in.

Unacceptable items include, but are not limited to: items that will not stay tucked in or expose the waist; items with a low neckline (such as V-neck and scoop neck); unbuttoned or partially buttoned shirts over a tank top or T-shirt; see-through type materials; T-shirts. Denim shirts not allowed.

SWEATERS, VESTS, ANORAKS, FLEECE PULLOVERS - If a student chooses to wear one of these four items, it must be a solid color and worn over an approved collared shirt. If there is a logo or emblem, it must be smaller than 2" square. The collar of the dress code shirt worn underneath must be visible at all times. Denim jackets are not permitted.

COATS and JACKETS – Coats and Jacket must be removed once the student enters the building. They are not to be worn in the school or classroom during the day. No trench coats or long coats are allowed at all.

HEADWEAR – No hats, bandannas, hoods, sweatbands, visors, or sunglasses will be worn in the building. These items should be left at home and not brought into school.

DISCIPLINARY VIOLATION GUIDELINES:

- 1st step ISS (1/2) day up to (3) days
- 2nd step ISS (1) day up to (3) days
- 3rd step OSS up to (3) days
- 4th step ISS for (1) day
- 5th step OSS for (3) days, citation filed
- 6th step OSS for (3) days
- 7th step OSS if days remaining
- 8th step petition filed

BUS ONLY:

- 1st step conference with student and parent contacted
- 2nd step isolation assignend
- 3rd step bus denied up to (3) days
- 4th step bus denied (3) days
- 5th step bus denied (5) days
- 6th step bus denied through the end of the year

Generally, steps are taken in order and progress with additional violations. However, depending on severity of the rule violation steps can be skipped with higher step put in place to address concern.

ZERO TOLERANCE OFFENSES: (CCBOE 6.309)

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

FIREARMS (as defined in 18 U.S.C. § 921)

In accordance with state law, and student who brings or posses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by basis.

DRUGS

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

BATTERY

In accordance with state law, any student who committs battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Term grades are determined by an average of grades for each of the 9-weeks. In grades 6 -12 a final exam is administered at the end of each term for each course taken. This final exam is averaged with the two 9-weeks grades and will count as 25% of the final term grade.

GRADE POINT AVERAGE (GPA) - A student's grade point average is determined by a four-point scale: A = 4 quality points; B = 3; C = 2; D = 1; F = 0

A grade point average is determined by dividing the number of quality points earned by the number of credits attempted. If a course is repeated, it shows twice on the student's transcript, but only the higher grade is used in earning credit and for calculating the GPA. Removing a lower grade is done only if the course repeated has the same course name and number.

COURSE LOAD - A student enrolled at Teen Learning Center must take four (4) credit-earning courses per term, unless otherwise approved by principal.

CHANGING COURSES - Student class schedules are made based on credits needed, therefore, the student is expected to adapt to them. In the rare situation that a course is changed, the work missed is subject to make-up.

TRANSFER CREDIT - Teen Learning Center accepts credits earned at any regionally accredited or state approved high school. Credit earned in a non-approved school, home school, or other program is awarded only after an exit exam is administered for each subject challenged.

GRADUATION - All state and local requirements must be met before a student is allowed to participate in the graduation ceremony. To meet the requirements for graduation, a student must have attained an approved attendance, conduct and subject matter record which covers a planned program of education. This record shall be kept on file in the high school. The program of studies shall include content in the areas within State Board of Education Regulations and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for more effective student adjustment. The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Cleveland Board of Education.

MAKE UP WORK - Missed assignments may be made up for excused or unexcused absences. Participation points awarded that are missed due to any absences however cannot be made up for credit. All make up work must be completed by the last required day of attendance for each grading period. It is the students responsibility to request make up work from teacher.

HOMEWORK FOR ABSENTEES - Parents or guardians of students who are absent may call the Office and request homework assignments. The Office tries to have these assignments ready by the end of the day for the parent or guardian to pick up.

III. ATTENDANCE

All children between the ages of seven and seventeen, both inclusive, are required by law to attend school. Because attendance is a key factor in student achievement, students are expected to be present each day that school is in session.

The laws of Tennessee (Attendance Accounting Procedural Manual, Minimum Standards and Guidelines, State Department of Education) recognize only the following as legitimate excuses for temporary absence from school: (1) Personal illness, (2) Illness of immediate family member, (3) Death in immediate family, (4) Religious observance, regularly observed by persons of a certain faith, (5) Circumstances, which in the judgment of the principal create emergencies over which the student has no control.

All excused absences must be verified by doctor's note or other means deemed acceptable by Principal.

Unexcused Absences, Tardies or Check-Outs are those incidences/situations not falling under the states excused status. If a student accumulates five (5) or more absences, tardies, checkouts or a combination of these, then that individual becomes truant and may face disciplinary action. The issuing of a juvenile citation/petition and involvement with Juvenile Court System are examples of possible consequences. Additionally adult students may have isolation time assigned.

Tardy - Students are expected to be on time to all classes. Any student arriving to school after the beginning of school must report to the Office and sign the sign in sheet. A parent must call the school if the student is going to be tardy, and a parental note must accompany the tardy student. Reasons for excused tardies are the same as for excused absences. Excessive tardies will become a disciplinary issue.

Check out - Students who need to be excused from school before the end of their school day must have permission from a parent, and if required, an officer of the court to leave school. Notes requesting early dismissal are to be brought to the Office before school starts and must be verified by a parent or guardian phone call confirming the nature of the early dismissal request. Students whose parent or guardian does not confirm the early dismissal note with a phone call are not allowed to leave campus. While parental permission is always necessary before a student may leave school or miss a day of school, parental permission does not make the absence automatically excused.

All early dismissals must sign the sign out sheet in the Office. Should early dismissal students return to school, they must sign in immediately upon arriving upon campus.

Doctor and dental appointments should be scheduled after school whenever possible. Doctor and dental appointments are subject to verification by attendance personnel.

When students present early dismissal forms to their teachers, arrangements for making up work must be made. It is the student's responsibility to get assignments from teachers.

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

School Sponsored Activities - Students participating in school-sponsored activities whether on- or off- campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher-supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full. (TCA 49-6-30 17)

School Day - The normal school day at Teen Learning Center begins at 7:25 and ends at 2:25. Student supervision will be maintained by staff (30) thirty minutes prior to the beginning of school and (30) thirty minutes after school.

Abbreviated Days - The Board shall determine annually and include in the school calendar a plan for using the three (3) abbreviated school days and the procedures for making up missed instructional days.

IV. DISCIPLINE

Behavior and Discipline- (CCBOE 6.300) 1. The Board expects all school staff, students, and parents to assume responsibility for appropriate behaviors in the schools. 2. Staff, students, and parents have the right to expect safety, non-discrimination, and a focus on learning in the schools. 3. Staff, students, and parents have the responsibility to: • follow the rules of the school and the laws of the country • treat themselves and others with respect • handle personal and school property carefully • behave at all times in a manner that encourages learning

Searches- (CCBOE 6.303) - Any Principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors and containers of packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance, which, because of its presence, presents an immediate danger of harm or illness to any person.

Interrogations – (CCBOE 6.303) - Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances, which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

Nuisance Items – Radio, tape/CD players, headphones, pagers, electronic games, and other such nuisance items are not to be brought to school. Any such articles will be confiscated and will remain in the office until the end of the school term.

Cell Phones and other personal electronic devices – Personal electronic devices shall not be visible, audible, used or turned "on" during school hours or while on school property without permission. Disciplinary action will be taken if students violate policy.

1st offense – Confiscation - return to parent at end of day

2nd offense – Confiscation - return to student after ten school days

3rd offense – Confiscation - return to student at the end of semester

Police Custody – In the event that a student is taken into police custody the parent / guardian will be notified by the staff at Teen Learning Center within a reasonable amount time.

General Procedures – (CCBOE 6.313) The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties. Special education students may be suspended up to a cumulative total of ten (10) days. After ten days, the IEP team must meet to determine placement and services.