

**FISD
Career and Technical
Education Center**

**Handbook Addendum
2009-2010**



**9889 Wade Boulevard
Frisco, TX 75035
469-633-6780**

Table of Contents

| | |
|---|-----------|
| Division of Students for Counselors and Assistant Principals | 1 |
| School Colors | 1 |
| Mission Statement | 1 |
| FISD Career & Technical Education Center Bell Schedule | 1 |
| School Sponsored Student Organizations | 2 |
| Academic Ethics and Plagiarism Policy | 2 |
| <i>Plagiarism Rationale</i> | 2 |
| <i>Cheating Rationale</i> | 3 |
| Arrival and Dismissal Procedures | 5 |
| Cell Phone/Telecommunication Devices | 5 |
| Disciplinary Settings | 6 |
| Dress Code | 6 |
| Exemption Guidelines for Sophomores, Juniors and Seniors | 8 |
| Field Trips | 10 |
| Grading Policy | 10 |
| Hold List/Semester Exams | 10 |
| ID Cards/Badge | 10 |
| Late Work & Zeroes | 10 |
| Make-up Work due to Absence | 10 |
| Make-Up Examinations | 11 |
| Retest Policy | 11 |
| Parking on Campus | 11 |
| Schedule Changes | 12 |
| Tardiness | 13 |
| Tutorials | 13 |
| Types of Offenses and Consequences | 13 |

Division of Students for Counselors and Assistant Principals

Principal: Wes Cunningham

Assistant Principal: Dianna Manuel

Counselor: Beth Jennings

School Colors

Navy

Gold

Mission Statement

The mission of the Career & Technical Education Center is to prepare students to succeed in high demand occupations within the 21st century's competitive global economy.

FISD Career & Technical Education Center Bell Schedule

The Career & Technical Education Center is organized on an A/B Block eight period schedule with 90-minute class periods. School begins at 8:30 a.m. and dismisses at 4:10 p.m. Tutorials are scheduled by the teacher.

2009-2010 BELL SCHEDULE

| Period | CTE Center | High School |
|--------|------------------------------------|-----------------------|
| 0 | 7:00-8:30 | 7:15-8:45 |
| 1 | 8:30-10:00 | 8:45-10:15 |
| 2 | 10:30-12:00 | 10:22-12:00 |
| 3 | 12:40-2:10 Lunch at Home Campus | 12:07-2:18 Lunches |
| 4 | 2:40-4:10 | 2:25-3:55 |

School Sponsored Student Organizations

DECA – Marketing Education

HOSA – Health Science Education

FFA – Agricultural Education

Skills USA – Engineering & Architecture Education

FCCLA – Family and Consumer Science Education

BPA – Business Education

PLTW – Project Lead The Way – Engineering, Math, Science Education

Academic Ethics and Plagiarism Policy

The Career & Technical Education Center expects all students to maintain the highest degree of academic ethics. This means putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

Plagiarism Rationale: Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of the CTE Center.

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in addressing areas of weakness and delay the student in reaching his or her potential. Plagiarism includes, but is not limited to:

- Taking someone else's assignment or portion of an assignment and submitting it as your own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- Presenting the work of tutors, parents, siblings, or friends as your own
- Submitting purchased papers as your own
- Submitting papers, or portions of papers, from the Internet written by someone else as your own
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not

Cheating Rationale: Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of the Career & Technical Education Center.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher. Remember, each student is responsible for securing his/her own work.

Cheating includes, but is not limited to:

- Copying, text messaging, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original work
- Giving or receiving answers during tests or quizzes
- Allowing other students the opportunity to copy work or to be tempted to do so
- Taking credit for group work when you have not contributed an equal or appropriate share toward the result
- Accessing a test or quiz for determining the questions in advance of its administration
- Using summaries/commentaries (Cliff Notes, Spark Notes, etc.) in lieu of reading the assigned materials

Alternatives to Cheating and Plagiarism

Students do not need to cheat or plagiarize. The Career & Technical Education Center provides numerous support services for students to help them achieve success honorably. These support services include, but are not limited to the following: tutorials, opportunities to redo assignments, opportunities to take 6 weeks tests, administrative support, before and after school library time, and peer support. Students who seek appropriate help when it is needed will be more successful and will feel more satisfied with their accomplishments.

The following behaviors promote true student achievement:

- Be prepared. Try to maintain a realistic schedule balancing academic obligations and your social and personal life.
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
- If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
- Be cautious when reading or scanning someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
- Use all avenues of support available to you - for help needed beyond the classroom - see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well-versed in the subject.
- Assignments should be considered individual unless the instructor states otherwise.
- Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
- Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either or both may suffer.
- If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
- Know what constitutes cheating, including all the variations of plagiarism.

Parental Support

Parental support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents in promoting true student achievement:

- Teachers are available for extra help before and after school. In addition, peer tutors are available when extra help is needed. Encourage your student to take advantage of the extra one-to-one time.
- Assess your child's abilities realistically. Help her/him choose courses in which she/he will be successful and challenged without undue stress. Consult your student's counselor with additional questions.
- Do not push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
- If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified; the sooner steps can be taken to alleviate it.
- If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

Consequences for Plagiarizing or Cheating

Any student who is caught plagiarizing or cheating may receive a grade of "zero" for the academic work involved and the parent(s) of the student(s) will be notified. When work is copied from another student, both students will be penalized with a grade of "zero" unless the student whose work is copied had no knowledge their work was being plagiarized. Grades of "zero" which are the result of any form of academic dishonesty are irrevocable. The students will receive a "U" citizenship grade and a disciplinary referral. Subsequent offenses will result in graduated disciplinary assignments in accordance with the campus disciplinary plan.

*** The Career & Technical Education Center thanks North Hunterdon High School of Annandale, New Jersey and Manchester Essex Regional High School of Manchester-by-the-sea, MA for its clear policies on academic ethics, which we have revised and adopted (with permission) as our own.*

Arrival and Dismissal Procedures

The Fisd CTE Center is organized on a four-period day with 90-minute class periods. School begins at 8:30 am and dismisses at 4:00 pm Monday through Friday. Students are under the authority of school personnel when they arrive on Fisd property or when students are at a school-sponsored event.

Students who drive themselves to and from the CTE Center should arrive at the CTE Center and their home campus promptly. Students should arrive no earlier than 8:00 a.m. and no later than 8:30 a.m. Students are considered to be "in school" when they board a bus or step on campus at the beginning of the school day and are not allowed to leave campus without permission from the office. Should a student need to leave campus, they will need to report to the front office and follow normal sign out procedures.

Arrangements should be made for transportation home for all students at the end of the school day at 4:00 pm. **Students not attending an after-school activity should be out of the building by 4:30 pm and should not be on campus after 5:00 pm each day.**

Cell Phone/Telecommunication Devices

As soon as students arrive on campus at the Career & Technical Education Center, their cell phones/telecommunication devices are not to be used, seen, or heard. If the need arises, a student may call from the office phone located at the front of the school. Parents should be cautious when calling or text messaging their children during school hours because this may cause the phone to be confiscated. If an emergency arises, parents should call the front office of the school and we will do our best to get messages to students.

If a cell phone/telecommunication device is seen or heard, the student will be asked to surrender it to the appropriate school personnel. If a student refuses, for whatever reason, to surrender the cell phone/telecommunication device, this will be considered insubordination and may result in a three-day suspension from school.

Disciplinary Settings

Disciplinary settings offered by home campus.

Dress Code

ALL REQUIREMENTS WITHIN THIS POLICY WILL BE STRICTLY ENFORCED. IN ORDER TO ATTEND THEIR REGULAR CLASSES, STUDENTS WILL BE REQUIRED TO BE IN FULL COMPLIANCE WITH THIS POLICY.

In addition to the district dress code requirements, CTE Center students will also be required to wear their ID badges at all times while in the building. Not wearing their badge will result in disciplinary consequences.

First Offense – Change into Dress for Success clothing

Second Offense – Change into Dress for Success clothing and 2 hours detention

Third Offense - Change into Dress for Success clothing and serve 1 day of

Fourth Offense – Change into Dress for Success clothing and serve 2 days of ISS

Fifth Offense – Change into Dress for Success clothing and serve 3 days of ISS - consideration for removal from CTE Center class

FISD High School Dress Code

The dress and grooming standards of the Frisco Independent School District are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student safety.

Students shall come to school looking clean, neat, and ready to learn. The district prohibits pictures, emblems, or writings on materials or clothing that are lewd, offensive, vulgar, immodest, or promote or refer to alcoholic beverages, drugs, or any other substance prohibited under policy FNCF (1). The district also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation or other offensive items are specifically prohibited.

The following statements serve as guidelines for students:

- “Sagging pants” are not allowed. Jeans, slacks, shorts, and all other pants must be worn at or about the waist at all times. Even if a shirt is extremely long, the pants must be worn at the waist. Undergarments should not be visible at any time. Persistent violators may also be required to wear their shirts tucked in during school hours.
- Inappropriate exercise clothing will not be allowed without an appropriate covering garment.
- Pants and other articles of clothing that are torn, ragged, frayed, or clothing with holes are not permitted.

- Sunglasses, caps, hats, bandanas, and other headwear are not to be brought into the building.
- Hairstyles or unnatural hair colors that, in the judgment of the school principal, cause a disruption of the educational environment are not allowed.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn; house shoes are not permitted.
- Earrings are permissible. All other visible body-piercing jewelry or ornaments are prohibited.
- Reasonable standards of modesty must be met.

Boys:

- Shirts with sleeves must be worn at all times.
- Shorts that extend to or below the students' fingertips when their arms are held to their sides are acceptable.

Girls:

- Sleeveless tops with a minimum width of two-inch wide straps are acceptable.
- The shirt straps must be wide enough to cover undergarments.
- See-through, bare midriff, halter type, shoulder baring, or spaghetti strap blouses or any revealing clothing is not permitted. Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position.
- Dresses, skirts, and shorts must extend to or below the student's fingertips when their arms are held to their sides.

Students in violation of the dress code will be expected to change to appropriate attire (provided by the school) when violations are brought to their attention. Students will not be allowed to leave campus for the purpose of changing clothes. Students who fail to meet this requirement of compliance with the dress code may spend the remainder of the day in In-School Suspension. Students who persistently violate the dress code may be held to a higher dress standard standards (i.e. shirt must be tucked in and belt fastened to keep pants at waist level, garments must extend to or beyond knee-length, etc.) to be assigned by an administrator and may be placed in alternative school.

Students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed.

Note: The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity and may impose higher standards.

Exemption Guidelines for Sophomores, Juniors and Seniors

Juniors and **Seniors** may exempt their spring semester final exams if they meet the following four criteria:

- A. **Academic performance** – Students must have a non weighted second semester grade average of 80% or higher.
- B. **Attendance** – Students must have 3 or fewer absences in all classes during the first semester and 3 or fewer absences in each class during the second semester.
- C. **Citizenship** – Any Saturday School Assignment, suspension (ISS or OSS), DAEP placement, or expulsion will make that student ineligible for exemptions in all classes.
- D. **Hold List** – Students will not be eligible for exemption from second semester final exams if they owe fines of any kind to their home campus or the CTE Center or if they have not paid for a damaged or lost textbook.

**FISD
SPRING EXEMPTION POLICY**

Junior and Senior Criteria

Academic Exemptions (For Spring semester only)

| Semester Average | Number of Absences Semester Course | Number of Absences Year Course |
|--------------------------|---|---------------------------------------|
| 80 or higher | 3 or fewer absences | 3 or fewer absences each semester |
| ** 4 tardies = 1 absence | | |

NOTE: Grades and attendance will be calculated through the Friday prior to the beginning of finals.

Attendance

All absences, **excused and unexcused**, count toward exemptions.

Citizenship

1. Any suspension, ISS, OSS, Saturday School, DAEP placement, or expulsion in **either the first or second semester** will make a student **ineligible** for exemptions in **ALL** classes.
2. An “**N**” or “**U**” in citizenship during the **second semester** of a class will make that student **ineligible** for exemptions **in that class**.

Hold List

Cannot be listed on the **Spring** Hold List

Sophomore Criteria

1. **PASS** TAKS in **CORE** class (exempt for that **CORE** class only)
2. Have at least a semester average of 70 in the **CORE** class for the Spring semester
3. Have no more than **six** absences, with no more than **three** absences during the spring semester in the core class
4. Meet Citizenship requirements listed above
5. Cannot be on the **Spring** Hold List

NOTE: Sophomores who earn a score of Commended Performance on all four core TAKS tests and who meet ALL of the other exemption criteria listed above, may be exempt from ALL final exams including their elective classes.

Field Trips

Students who are failing one or more class(es) will not be allowed to attend class field trips when attendance on the field trip allows the student to miss class/instruction time for the class or classes he/she is failing.

Grading Policy

Major grades (tests, projects, and papers) – 50%

Minor grades (such as quizzes and other minor assessments) – 30%

Daily grades (homework, class work) – 20%

Hold List/Semester Exams

Students on the hold list for final exams or students who miss their scheduled final exams **will have through the Friday of the first week of the summer break to take their make-up test.** A grade of zero will be entered into the grade book for any exam that is not taken within this timeline.

ID Cards/Badge

For safety reasons, students are **required** to wear their student ID card/badge at all times. Failure to comply may result in disciplinary consequences.

Late Work & Zeroes

Minor Grades: Guidelines provided to students within the teacher syllabi.

Major Projects and Assignments:

- Fifteen (15) percent off if turned in the next day. The student's responsibility is to find the teacher and turn in the assignment.
- Thirty (30) percent off if turned in at the next class meeting.
- Any assignment turned in after the next class meeting timeline may receive a grade of zero.

Make-up Work due to Absence

Make-up work is work that a student has missed due to an absence whether excused or unexcused. **Students are responsible** for collecting their make-up work the first day they return to the class that was missed. Students will have two school days (which will be the next class meeting) after receiving their make-up assignment(s) to turn in their make-up work for full credit. Any assignments that were due during any period the first day a student was absent must be submitted immediately upon the students return to school. **Note: The late work guidelines will be in effect for any work not turned in after the 2-day make-up allowance.**

Extended Absences (3 or more missed class meetings) make-up work will be considered on a case-by-case basis taking the cause of the absence into consideration.

Make-Up Examinations

Students absent during examinations shall not be allowed to miss more class time by making up the exam during class time. Make-up examinations will be given during tutorial time before or after school. The teacher will assign the make-up session within the days allowed for the student to make up work. It will be the student's responsibility to make up the examinations during their assigned times. A grade of zero may be given if the exams are not made up during these assigned times. Teachers do not have the option of giving the examinations during their conference period.

Note: Only students with an excused absence will be allowed to make-up exams.

Retest Policy

It is the student's responsibility to attend tutorials, make up tests/quizzes, or turn in homework after being absent.

- Students may gain the privilege to retest on major tests for a maximum grade of 70 during a seven day period following the return of a test.
- Teachers will establish the criterion for retaking a test. This criterion shall be based upon either the student attending a tutorial in preparation for the retest or completion of a written review document of the teacher's choosing or both.
- NOTE: Both the tutorial and retest session must be scheduled and attended within the seven day allotted time period. Tests for the purpose of this policy include major tests and six weeks tests ONLY.
- Quizzes, projects and semester exams are not eligible for retests.

Parking on Campus

All students and staff who plan to park on the Career & Technical Education Center campus will be required to register their vehicle and obtain a parking permit which must be displayed while the vehicle is parked on campus. If a student's parking permit is lost or destroyed, the student will be required to pay \$25.00 for a replacement permit. When students withdraw from school, those who have parking permits are required to return their permit.

No unlicensed drivers will be allowed to park or drive on the CTE Center campus. Students may park in the designated student parking lots and must leave their vehicle immediately upon arrival on campus each day. Students may not park in spaces marked for visitors or reserved for specific staff members.

Students must have permission from an administrator to go to their vehicle during the school day. Students who must leave campus during the school day are required to sign out in the office after obtaining permission to leave school. Students who violate parking rules or drive in a reckless or unsafe manner will face disciplinary action including loss of parking privileges.

The first parking violation will result in a two week revocation of parking permit. A second violation will result in the parking sticker being pulled for 6 weeks. A third violation may result in the vehicle parking sticker being revoked for the remainder of the

school year. Any subsequent violation will result in towing of the vehicle at the owner's expense, placement in ISS and revocation of parking privilege for a period of time to be determined by the assistant principal (usually the remainder of the school year).

Theft or sharing of a parking sticker is a violation of the student code of conduct and will result in consequences. Consequences for parking and driving violations will be at the discretion of the administration.

Schedule Changes

Schedule changes are made at the home campus. Students pre-enroll in the spring and the master schedule is based on that information. Students are given the opportunity before the schedule is set to request changes. Once the master schedule is set and then throughout the school year, the general guidelines for changing academic schedules listed below will be used to determine whether or not a requested schedule change may be approved. In the event that a requested schedule change is not addressed by these guidelines, the affected student's guidance counselor and assistant principal will make the final decision regarding whether or not the requested change will be approved.

Elective course changes will not be considered after the start of the school year. Counselors are responsible for making schedule changes within the guidelines listed below.

- A. Dropping a Course due to Academic Difficulty
 1. Acceptable during the first two weeks of semester with the agreement of the parent, student, teacher and counselor.
 2. Unacceptable if this action drops students below the required five state credit course requirements.
 3. Unacceptable after the second week of the six weeks if extra-curricular eligibility is involved (under any conditions).
 4. Semester changes at principal's discretion based upon student's prospect for earning credit.
- B. Appropriate Reasons for Dropping/Adding Courses or Sections
 1. Decisions of ARD committee meetings throughout the year relating to Special Education students.
 2. Balance numbers assigned to sections if the basic schedule of the student is not disrupted.
 3. Discovery by the student, parent, counselor or principal that a student is not enrolled in classes needed for graduation.
 4. Changes resulting from quitting, removal from, or joining any activity class.
 5. Any violation of safety procedures on the CTE Campus or at the off-campus class site.

- C. Request for teacher change
 - 1. Parent / teacher conference
 - 2. Make a plan to overcome issues
 - 3. Implement the plan
 - 4. Conference with counselor and assistant principal

Tardiness

Tardiness is viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but also disrupts the education of other students and the effectiveness of the teacher. Promptness and punctuality are skills necessary and beneficial for both school and the work place.

As set down in Sub-Chapter C of Chapter 25, Section 25.092 of the Texas Education Code, a student is required to attend each class 90% of the days scheduled in a given semester in order to receive credit for said class. If a student does not attend a class 90% of the time, the policy of Fisd is to allow the student to make-up the missed time in either Saturday School and/or Detentions prior to the end of the semester in which the time was missed in order to come into compliance with the law and gain credit for the class in question. (Time made up in Saturday School will be at a cost of \$5 per hour as is all other Saturday School assignments.)

Tutorials

Teachers will be available for tutoring before and after school as their assigned schedule permits. Teachers will communicate their tutoring schedule to students in addition to posting it in a prominent place in their classroom. Tutorials will be taught by one or more instructors from the course or department. Students can go to any teacher in a department to receive tutorial services. Students who attend tutorials either voluntarily or due to assignment should be prepared to work on academic assignments. Students who attend tutorials without having appropriate materials may be removed and may receive disciplinary action.

Types of Offenses and Consequences

The following information is not exhaustive. For a more complete list of Offenses and Consequences please refer to the Student Code of Conduct.

Type I Offenses (Verbal warning, detention, ISS, TNR, citation, ISS, OSS)

- 1. Disturbing classes.
- 2. Leaving classroom without permission. (may be considered truancy, SAC)
- 3. Exhibiting any unacceptable physical contact, up to and including fighting.
- 4. Using profanity.
- 5. Displaying any behavior which is disruptive to the orderly process of classroom instruction, such as:

- a. Excessive/unnecessary talking
 - b. Laziness/not working
 - c. Failure to have required supplies/assignments
 - d. Inappropriate comments
6. Violating posted classroom rules of conduct.
 7. Failure to attend a tutorial session that the student requested or was assigned by the teacher.
 8. Cheating on an exam and/or copying the work of another student. (A grade of zero may also be given).
 9. Being improperly dressed.
 10. Bringing banned items to school - radios, C/D players, pocketknives, water guns, etc.
 11. Failure to leave a parked car immediately upon arrival at school
 12. Inappropriate comments or the display of any behavior that could be considered harassment.
 13. A second parking or driving violation.
 14. Tardiness

Type II Offenses (Multiple detentions, TNR, ISS, SAC, OSS)

1. Failure to attend assigned Detention session or SAC assignments.
2. Unexcused absence for full day or part of a day.
3. Second commission of any Type I offense.
4. Leaving campus or missing a class without permission.
5. A third parking or driving violation.

Type III Offenses (ISS, OSS, SOC, Citation, AEP)

1. Failure to attend an assigned Detention a second time.
2. Repeated and flagrant disregard for school rules.
3. Disrespectful or discourteous behavior toward another person designed to provoke or to undermine authority.
4. Unexcused absences totaling 3 days or more. (plus SAC)
5. Third commission of any Type I offense.
6. Violation of the tobacco use or possession policy.
7. Excessive tardiness. (plus SAC)
8. Insubordination or defiance.
9. Serious or illegal behavior.
10. Continued parking or driving violations.
11. Theft of or destruction of property belonging to the school and/or another person.

Type IV Offenses (Suspension, SOC, JJAEP)

1. Failure to observe rules in an assigned in-school suspension class.
2. Simple assault on another student.
3. Documented persistent incorrigible behavior.
4. Theft or vandalism resulting in a serious financial loss to the school
5. Insubordination or defiance.
6. Extreme profanity.

7. Serious or illegal behavior.

Type V Offenses (Suspension and placement in SOC or JJAEP)

1. Assault of a teacher or other individual or making terroristic threats.
2. Commits arson or felony criminal mischief.
3. Assault or terroristic threat.
4. Sells, gives or delivers, possesses, uses or is under the influence of marijuana, a dangerous drug, controlled substance or an alcoholic beverage.
5. Engages in conduct relating to abuseable glue, aerosol paint or volatile chemicals.
6. Public lewdness or indecent exposure.
7. Retaliation against any school employee.
8. Behavior that is so unruly, disruptive or abusive that the teacher cannot communicate with the class.
9. Lack of academic effort/progress.
10. Continued misbehavior after placement in ISS and/or suspension.
11. Gang activity.
12. Criminal mischief not punishable as a felony.
13. Serious or illegal behavior defined by a law that requires or allows placement in a DAEP.

Type VI Offenses (Expulsion)

1. Use, exhibition or possession of a weapon.
2. Aggravated assault, sexual assault or aggravated sexual assault.
3. Arson.
4. Indecency with a child.
5. Aggravated kidnapping.
6. Conduct related to an alcohol or drug offense that is a felony.
7. Criminal mischief, if punishable as a felony.
8. If necessary, to protect persons or property.
9. Repeated and persistent violation of school rules.
10. Removal from or refusing to attend SOC.
11. Serious or illegal behavior.

RECEIPT OF THE
CAREER & TECHNICAL EDUCATION CENTER
STUDENT HANDBOOK ADDENDUM

I have received a copy of the 2009-10 Career & Technical Education Center Student Handbook Addendum. I understand that it is my responsibility to read and adhere to the rules, regulations, and policies as addressed therein.

Student Name (PRINTED)

Student Signature

Date