



**Student Handbook
2011-2012**

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Welcome!

Dear Austin Career Education Center Students and Parents:

The faculty and staff of Austin Career Education Center are very pleased that you have decided to join us for your high school experience. We are extremely proud of our high school and the educational program options that we offer.

ACEC is committed to providing an intellectually stimulating and safe educational environment for all students and staff. In keeping with that goal, ACEC has adopted clear policies and procedures to assist in fulfilling our obligations to keep students and staff safe, both physically and psychologically. The Student Handbook is provided for purposes of notice and information of policies that have been implemented to ensure a safe educational environment.

One of our long-standing safeguards is our zero-tolerance policy on weapons in school. It states in part that students in possession of weapons may be permanently expelled from ACEC. The possession of weapons in schools constitutes behavior that is detrimental to the safety and welfare to the student, or to the safety and welfare of others in the school environment. According to the policy, ordinary objects used as weapons in the school setting may also result in severe disciplinary sanctions, including expulsion from school. In addition to the prohibition on weapons, verbal statements, nonverbal communications, or behaviors that constitute a threat of physical harm to another person may also result in expulsion.

Our clear and firm policies on student conduct have been adopted for compelling reasons. We want students and parents to have confidence that their school is safe and disciplined. This is a fundamental right of every student. Our policies define high standards and expectations for appropriate student behavior. The most important reason for these policies is to support student growth and achievement. Students learn best in classrooms and schools where their attention is riveted on the teacher and the learning objectives without disruption or concern for personal safety. The learning environment for the student is our top priority. We will do all we can to ensure our school is safe, disciplined, and focused on learning.

The 2011-2012 school year promises to be an exciting and meaningful one for students, staff, parents and community members. We look forward to working with you to fulfill our mission: "to develop lifetime learners who can then be successful in any path they choose to follow." Along with the faculty and staff, I wish you well, and look forward to getting to know you during your time at Austin Career Education Center.

Sincerely,
Debra Williams
Principal ACEC

Mission Statement

To provide a supportive learning environment in a non-traditional high school setting that re-engages and empowers individuals, nurtures and develops moral and intellectual growth, promotes social responsibility to local and global communities, and encourages lifelong learning.

Equal Opportunity and Affirmative Action Policy Statement

Austin Career Education Center does not discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, marital status, physical or mental disability, organizational membership, or discharge from military service (except dishonorable). Austin Career Education Center is committed to equal educational opportunity and will take action to ensure that students are treated fairly during application, enrollment, and membership at Austin Career Education Center without regard to the conditions named above.

Governance

Austin Career Education Center is a campus of the Youth Connections Charter School, YCCS. The Principal of Austin Career Education Center reports directly to the YCCS Executive Director or her designee. All Policies and procedures approved by the YCCS Board of Directors apply to the Austin Career Education Center.

Goals and Objectives

The goals of ACEC mirror the goals and objectives of its parent agency, YCCS:

- To lead students to reach late high school benchmarks or fulfill the objectives of their IEP or AEP
- To reach and maintain an 80% attendance average
- To increase the number of students who graduate every year
- To decrease the number of students who fail to complete the program
- To increase the number of students who enter colleges, universities, other post high school career training, or full time employment including the U.S.A. armed forces
- To increase the number of students that complete state certification programs
- To increase the number of students who complete at least 16 college credits in dual enrollment programs

Enrollment Process

Students seeking admission to the Austin Career Education Center must complete an online lottery form at www.applytoyccs.com. Students seeking admission must visit the school and complete an Austin Career Education Center application. Once the application is turned in the applicant's name is placed on the list of students seeking admission to the campus. The student is then interviewed, the documents needed for enrollment are collected and the student takes the TABE test. The results of the TABE test will be used to place students in appropriate classes and to determine if classes passed with Ds are to be used to fulfill core subject requirements or to fulfill elective requirements instead. **Students, who fail to complete an ACEC application, submit all required enrollment documents or who fail to meet any other ACEC entrance requirements will be removed from the [applytoyccs](http://www.applytoyccs.com) lottery pool.** A lottery drawing is conducted at the beginning of the school year to fill available slots and at any other time when slots become available. When a student's name is drawn the student is contacted and directed to report to the campus for orientation.

Orientation

ACEC students are required to attend orientation before beginning classes. During the orientation, the student will be made familiar with the Students Code of Conduct and Student Handbook. Copies of the Student Code of Conduct and the Student Handbook will be issued to the student and they must sign acknowledging having been made familiar with the provisions of the documents as well as having received copies of them.

Documentation Needed for Enrollment

- High school transcript with a minimum of 8.0 credits earned
- Identification: state ID, driver's license, passport, etc.
- Birth Certificate
- Proof of residence in the City of Chicago
- Health and immunization records
- Withdrawal form from previous school
- Signed enrollment contract
- Any other document or form needed as requested

Fees

ACEC students are required to pay an activity fee of \$20.00 at the beginning of the 1st and 3rd term. No activity fees are assessed for terms 2 and 4 which includes the following:

- Picture I.D.
- Field trips fees
- Lab fees
- Student riding permit
- Classroom materials

Graduates are required to pay a graduation fee of \$50.00 which covers

- Caps and gowns
- Auditorium expenses
- School record fees

General Requirements

ACEC students are expected to meet the following requirements

- 80 % attendance average
- One month gain on the TABE for each month enrolled at ACEC
- Earn a minimum of 5 credits per year; 2.5 credits per semester
- One semester residency requirement for Credit recovery students
- Completion of TABE Pre and Post tests

Graduation Requirements

Minimum Credit Requirements

- 4 credits of English
- 3 credits of mathematics, one of which must be Algebra 1 and one of which must be Geometry.
- 2 credits of Science
- 2 credits of Social Studies, of which at least one year must be the history of the United States or a combination of the history of the United States and American government
- 1 credit chosen from any of the following:
 - Art
 - Music
 - Foreign language
 - Vocational education
- 0.50 credit in Health
- 0.50 credit in Consumer Education or successful completion of the SB 977 Cons Ed exam
- **A total of 20 credits with a minimum of 2 credits earned at the Austin Career Education Center**

Non-Credit Requirements

- PSAE Test. State law requires that students take the Prairie State Achievement Examination as a condition for receiving a regular high school diploma.
- Successful completion of the Public Law 195 Test
- Completion of TABE pre and post tests with a minimum reading score of 10.0*. *Students who scores fall below 10.0 are required to have a completed IEP or AEP.*
- Successful completion of one full semester at Austin Career Education Center
- A minimum of 40 service learning hours

No Student will be allowed to participate in the graduation ceremony or any other graduating activity until all graduation requirements have been met.

Lottery Procedure

ACEC students are selected by electronic lottery. The lottery is conducted at the beginning of every school year and thereafter when there are slots available at the beginning of each term. The lottery is witnessed by a disinterested adult party or videotaped. Applicants whose names are not drawn remain on the lottery list until more slots become available. Special consideration is given to homeless applicants. (See Student Services Coordinator for details).

School Supplies

All students must have paper, pencils, notebooks and a calculator. Additional supplies may be required for specific courses. Students will receive a written list of an additional supplies needed.

Student Code of Conduct

Students will be issued an ACEC Student Code of Conduct. The rules, regulations, and procedures of the Code will be enforced at all times. It is the responsibility of the students to be familiar with the Code. Ignorance of a rule or regulation will not constitute a valid reason for breaking the rule.

Bell Schedules

Daily Schedule(Terms 1 and 3)

B Period	8:45 – 9:50
C Period	9:53 – 10:58
D Period	11:01 – 12:06
Lunch	12:06 – 12:45
F Period	12:45 – 1:50
G Period	1:53 – 2:58

Friday Half-day Schedule

B Period	8:45 – 9:25
C Period	9:28 – 10:08
D Period	10:11 – 10:51
F Period	10:54 – 11:34
G Period	11:37 – 12:17

J Term Schedule(Terms 2 and 4)

A Period	8:45 – 11:30
Lunch	11:30 – 12:10
B Period	12:10 – 2:55

J Term Schedule – Friday Schedule

A Period	8:45 – 10:25
B Period	10:28 – 12:07

ACEC Student Calendar: 2011-2012

Term 1

Sept 6 – 1st day of class
October 10 – Columbus Day – no school
October 14 –Progress- report issued
November 11 – Veterans Day – school holiday
November 17th – Progress report/Parent Open House – no classes
December 8th – final exam periods B-D
December 9th – final exams periods F-G
December 9th – last day of class 1st term; final grade report issued 12/13/12

Term 2

December 12th – 1st day of class
December 13th – final grade report for Term 1 issued
December 23th – last day of class before winter break
December 24th – January 8th – Winter break – no classes
January 9th – classes resume
January 13th – progress report issued
January 15th – MLK Day – school holiday
January 25th – final exams
January 26th – graduation practice; final grades report issued
January 27th – 1st semester graduation

Term 3

January 30th – first day of class
February 13th – Lincoln’s Day – school holiday
February 20th – President’s Day – school holiday
March 2nd – progress report issued
March 5th – Pulaski Day – school holiday
April 2nd – April 8th – spring break – no classes
April 13th – Teacher Institute day – no classes
April 19th – progress report issued/Parent Open House spring – no classes
April 24th – Day 1 PSAE testing – 11th graders only
April 25th – Day 2 PSAE testing – 11th graders only
May 2 – final exams periods B – D
May 3 – final exams periods F – G
May 4th – last day of term, final grade reports issued May 8th

Term 4

May 7th – first day of class
May 8th – final grade reports for Term 3 issued
May 23rd – progress report issued
May 28th – Memorial Day – school holiday
June 7th – final exams – A periods, 12th graders only
June 8th – final exams – B period, 12th graders only
June 11th – final exams – non graduates
June 12th – 2nd semester graduation
June 13th – last day of class – non graduates
June 14th – teacher institute day – no classes
June 15th – final grade report issued

Attendance

Students are expected to be present and on time every day. Students must have a valid reason to be absent or late. Students must maintain an 80% attendance average. Therefore, if a student misses more than 18 days in a semester (9 days per quarter) he/she will be automatically dropped.

Truancy and Absenteeism

Beyond good study habits and hard work, one of the most important areas for students to focus on during their time at Austin Career Education Center is attendance. Any time a pupil has frequent absences from classroom learning experiences, the continuity of the instructional process is interrupted, and therefore the amount and quality of learning can be greatly diminished.

Austin Career Education Center has a comprehensive attendance and truancy policy that clearly outlines what is expected of students and their parents/guardians.

Frequently Asked Questions about Truancy and Absenteeism

1. *If a student is absent, what do they have to do?*
Students are required to give notice when they will not be able to attend school. If the student is not able to give notice himself/herself a parent or some other responsible adult must give notice. A call must be placed to the school to report the absence. Students are allowed two days following an absence to present a written excuse to their advisor. Excuses must be written and signed by a student’s parent or

guardian. Students can use an excuse form provided by the school or a handwritten note from the parent or guardian. Students should never write their own excuses.

2. *What information should be included on an excuse form?*

- a. Full name of the student
- b. Date(s) of absence
- c. Reason for absence
- d. Signature of parent or guardian
- e. Advisor's name

3. *What is an excused absence?*

Excused absences are those accepted by the school as legal absences. They are limited to illness, quarantine, death in the immediate family, and court appearances. Absences due to illness that combine to 10 or more days (excused or unexcused) for one school year will require that the student obtain a written excuse from a doctor. Each absence after 10 will also require an individual excuse from a doctor.

4. *What is considered to be an illegal or unexcused absence?*

Illegal absences are those that are unacceptable according to the reasons listed above or have not been accepted by the school administration. Examples of illegal or unexcused absences include but are not limited to missing the bus, shopping, baby-sitting, visiting relatives, personal business, working at home, and remaining at home to complete school work.

5. *What will happen if a student has illegal or unexcused absences?*

a. After two unexcused absences, the parent or guardian will be notified by phone, given an explanation of the ACEC policy concerning truancy, and given a list of dates for all recorded student absences.

b. After five unexcused absences, the parent or guardian will be notified by certified mail. A second explanation of the ACEC policy concerning truancy will be included as well as a listing of dates.

c. After 10 unexcused absences, the parent or guardian will be notified for the second time via certified mail. The final explanation of the ACEC policy concerning truancy will be included as well as a listing of dates.

d. After 18 unexcused absences, the parent or guardian will be notified by certified mail that the student has been dropped from enrollment and is no longer eligible to attend classes at ACEC.

6. *What about vacations during the school year?*

Parents need to contact the school in writing if a student is to accompany a family on a vacation during the school year. Any absence from school whether excused or unexcused will be reported as an absence. All assignments and tests must be made up on a day for day basis. School administrators do retain the right to refuse approval of a vacation trip based on the attendance history of the student. A trip that is not approved will be considered an illegal absence and subject to the previously mentioned consequences.

7. *What should a parent or guardian do if there is a discrepancy in records or uncertainty as to status of a student's absenteeism?*

Parents and guardians are encouraged to contact the Student Services Coordinator if there is a question or concern about student absenteeism to resolve the issue.

Late to School

Arriving late to school will directly affect attendance averages. Tardiness three times will equal an unexcused absence. Additionally, teachers whose classes are affected by the tardiness are allowed to lower the class grade for excessive tardiness.

Early Dismissal

Students who need to leave school early must request an early dismissal from the Student Services Coordinator or any other administrator authorized to grant early dismissals. If a student is requesting an early dismissal on the basis of illness, the parent or a responsible adult will be contacted regardless of the student's age. If the ill student is a minor (17 years old or under) a parent or responsible adult must come to the campus to pick up the student. Adult students will be allowed to leave on their own, once a parent or responsible adult has been notified of the illness. Under no circumstances will a seriously ill student be allowed to leave the campus without having notified a parent or other responsible adult.

If the student is requesting an early dismissal to attend an appointment or job interview the student must provide the name and telephone number with whom he/she is to meet and the Student Services Coordinator or other staff member in charge will contact the person to verify the interview or appointment. If the person cannot be located, the student will be allowed to leave but must bring a signed note from the interviewer or care giving professional documenting that the meeting took place.

Cutting Classes

ACEC has zero tolerance for cutting class. Teachers are not required to offer make-up work for students who have cut class.

Class Work and Assignments

Students are responsible for all class work and assignments whether they are in class or not. Students should find a fellow classmate who will inform them what was covered or assigned when he/she was absent or late. If a student has no way of finding out what work was covered or what was assigned, he or she may request an after school appointment with the class teacher to get the information. Teachers are under no obligation to meet with students who cut their classes to issue them assignments missed.

Emergency Telephone Use

ACEC students will be allowed to ACEC telephones to contact parents, employers and health care providers for emergencies only. Student cell phone use is prohibited at all times.

Office Space

Students are not allowed in office spaces reserved for staff unless they are under the supervision of the staff member whose office is being used.

Computers and Computer Lab

General Information

The Internet is an electronic highway connecting thousands of computers and millions of individual users all over the world and is coordinated through a complex association of government agencies and networks. Access to the internet offers a vast array of educational resources to both students and staff. Our goal in providing this service is to promote

educational excellence and student achievement in our school by facilitating resource sharing, innovation and communication.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. Basic guidelines are provided here so that you are aware of the responsibilities you are about to assume. If a user violates any of these provisions, his/her student account will be terminated and future access may be denied. Possible disciplinary action may also result. If possible criminal activity is discovered, the proper authorities will be notified. Disciplinary action for students will be in accordance with existing discipline policies and may include suspension and/or expulsion.

User Guidelines

1. Use of ACEC computers must be in support of the educational objectives. Transmission of any material in violation of any federal or state law or regulation is prohibited. Use for commercial activities is prohibited unless prior written consent from the Principal has been granted.
2. ACEC does not represent or warrant that the functions of the system will meet any specific requirements or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data and information) sustained or incurred in connection with the use, operation or inability to use the system.
3. It is acknowledged that not all student access to the Internet can or will be supervised, however any action by a user that is determined to constitute an inappropriate use of or to improperly restrict or inhibit other members from using the network is strictly prohibited and may result in termination of privileges and/or disciplinary action. The user specifically agrees not to access, submit, publish, display or print over the network any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. The user further agrees to use ACEC network in accordance with all copyright laws. Copying, saving or redistributing copyrighted material is not allowed and users should assume material is copyrighted unless explicitly noted.
4. ACEC does not and cannot control Internet content or access thereto, some of which may be deemed offensive by some, therefore ACEC shall not be responsible for any material or information accessed on the Internet by any user and shall not be responsible for the impact or effect of the information on the user. Use of any information obtained ACEC network is at your own risk. ACEC specifically denies any responsibility for the accuracy or quality of information obtained through ACEC network, and it exercises no control whatsoever over the content of the information residing on or passing through the system. Products or services may not be purchased through ACEC network. Files stored on ACEC servers, electronic mail and the use of ACEC network are not private, and may be subject to inspection and/or monitoring.
5. Vandalism shall result in cancellation of privileges. Vandalism includes any malicious attempt to harm, destroy or alter data on ACEC network. Any attempt to access restricted data will result in termination of privileges and/or disciplinary action. ACEC network administrators reserve the right to monitor any and all activity on the system.

Student Use of the Internet and Electronic Communications

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (including but not limited to e-mail, chat rooms, file-sharing and other forms of electronic communication) have vast potential to support curriculum and student learning. ACEC believes these resources should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

ACEC believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational goals of the school. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. Students shall take responsibility for their own use of school computers and computer systems to avoid contact with material or information that may be harmful to minors. ACEC acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined ACEC.

Blocking or filtering obscene, pornographic and harmful information

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined ACEC, shall be installed on all school computers having Internet or electronic communications access. Students shall not bypass or attempt to bypass school filters in their use of school computers or the ACEC network, nor engage in any actions that allow Internet access to not go through school filters. Students shall report anyone in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No expectation of privacy

ACEC computers and computer systems are owned by ACEC and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. ACEC reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of ACEC computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through ACEC computers and computer systems shall remain the property of ACEC.

Unauthorized and unacceptable uses

Students shall use ACEC computers and computer systems in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of ACEC computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information or software:

- That is not related to school education objectives

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the school's nondiscrimination policies
- For personal profit, financial gain, advertising, commercial transaction or political purposes
- That plagiarizes the work of another without express consent
- That uses inappropriate or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- That is in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- That impersonates another or transmits through an anonymous remailer
- That accesses fee services without specific permission from the system administrator)
- That accesses another individual's Internet or electronic communications account without written permission from that individual
- That runs port scans, network scans, network monitoring, key loggers, password-cracking programs, hacking software or unauthorized file-sharing. Hacking is defined as "to gain access to a computer, computer file or network illegally or without authorization; or to view, alter, steal, damage or destroy computer data without authorization"
- That is in violation of school board policy

**RESOURCES ACCEPTABLE USE AGREEMENT
(EHC-E)T USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS**

Security

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- Use another person's password or any other identifier
- Gain or attempt to gain unauthorized access to school computers or computer systems
- Read, alter, delete or copy or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Personal Electronic Communication Devices

Personal electronic communication devices include but are not limited to, personal digital assistants, cell phones, digital media players, iPods, zunes, MP3 players, portable CD or DVD players or any other personal technology device that may stand-alone or may use wireless communications between users across some form of telecommunications network.

Use of these devices in the school setting may be approved on a limited basis. Students are to use these devices in a responsible, efficient, ethical and legal manner. The administration reserves the right to determine if a student's use of personal electronic communication devices is inappropriate and/or disrupts the learning environment and may take appropriate disciplinary action, including but not limited to, confiscation of the device, which will be returned to the student and/or parent(s)/guardian(s) in accordance with established building guidelines.

Inappropriate use of personal electronic communication devices includes, but is not limited to the following:

- Using such devices to engage in scholastic dishonesty
- Using such devices to download, take, send or view inappropriate video, pictures, audio or text
- Using such devices to save personal or non-school related files to a district-owned computer
- Using such devices for any form of "cyber-bullying" such as sending threatening text-messages or email, or other unwanted or unsolicited electronic communications or other communications that otherwise cause a disruption to the learning environment.
- Using such devices in violation of any school board policy

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Student use as a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. ACEC may deny, revoke or suspend access to school technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

ACEC makes no warranties

ACEC makes no warranties of any kind, whether expressed or implied, related to the use of school computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by ACEC of the content, nor does ACEC make any guarantee as to the accuracy or quantity of

information received. ACEC shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Bullying/Cyber-bullying

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted, cyber-bullying, expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) are actual or perceived.

Bullying is prohibited on school property, at school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a nexus to school curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against any student, who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The Dean of Students shall develop a comprehensive program to address bullying at all school levels. The program shall focus on accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To regularly train staff and students to implement frameworks necessary to create and sustain a positive, respectful school climate where all members of the school community have a role in preventing bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences, as well as to ensure targeted and intensive interventions are in place for students who frequently bully or are bullied by others.
5. To foster a productive partnership between parents and community members in order to help maintain a bully-free environment by informing parents of the school bullying prevention plan and educating them in how to support the continued development of a positive school climate.

6. To support victims of bullying by means of individual and peer counseling and to foster positive social and emotional skills in students.
7. To help develop peer support networks, social skills, and confidence for all students as well as to integrate time into academic and extracurricular activities to teach students skills and strategies to avoid being targeted by a bully, and how to seek help when needed.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.
9. To regularly train staff in bullying awareness and prevention, active supervision and use of appropriate, consistent interventions.
10. To designate a team of individuals at the school to monitor and address bullying prevention efforts.
11. To conduct a biennial survey of a school's climate with students, parents and staff regarding bullying, in order to review bullying prevention needs.

Identification, Intervention and Postvention Procedures for Student Problems (Suicide Attempts)

Staff members shall follow administrative procedures to provide appropriate intervention and assistance to students threatening or attempting suicide.

Due to the risk of lives in these tragic situations, school personnel shall be permitted to interview and/or care for students without prior parental permission and shall have protection from liability in accordance with state law. Staff members will follow the Suicide Ideation Protocol as adopted from OSES Crisis Policy.

Self-Esteem Promotion/Suicide Prevention

The Board of Education recognizes that the incidence of adolescent suicide is on the rise and that suicide is a major killer of young people between the ages of 15 and 24. Therefore, the ACEC Board directs the school Director to initiate and continue appropriate awareness and prevention programs in the school.

The ACEC staff, students and parents/guardians all can contribute significantly toward the prevention of adolescent suicide. Therefore the ACEC shall consider each of these segments of the school community when developing its programs.

The ACEC Board directs that the programs developed include information that shall help the school, staff, parents/guardians and students to:

1. Understand the developmental stages of adolescence
2. Understand how feelings of depression and despair can lead to suicide
3. Recognize the early warning signs of suicide
4. Learn how to help in a suicidal crisis
5. Identify community resources where teenagers can get help
6. Address the impact of such a tragedy

Dress Code

A safe and disciplined learning environment is essential to a quality educational program. ACEC standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

ACEC recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork – which will constitute an in-school suspension – and a conference with parents/guardians shall be held. On the third offense, the student may be subject to out-of-school suspension or other disciplinary action in accordance with relevant disciplinary procedures outlined in the school discipline code.

The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Inappropriately sheer, tight, short, or low-cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, shoulders, buttocks, upper thigh, back and breasts.
2. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promotes any activity prohibited by the student code of conduct
 - Promotes use of drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use
 - violence, or disruptive behavior
 - Otherwise disrupt the teaching-learning process.

Shoes must be worn at all times in school facilities.

Report Cards & Progress Reports

Progress reports are distributed throughout the term in accordance with the published school calendar (approximately once every 5-6 weeks). . Report cards are distributed at the completion of each term in accordance with the published school calendar. Credit is awarded at the end of the term only. Credit will be awarded only for a cumulative passing grade of 70% or higher. Grades are based on a combination of daily classroom assignments/activities, homework assignments, assessments, attendance and class participation.

Grading Scale

A	94 – 100
B	93 – 86
C	85 – 77
D	76 – 70
F	69 and below

Work Study Program

Students are eligible for the Work Study Program if they are currently employed and working at least ten hours per week. Successful completion of the program requires maintaining employed status for ten consecutive weeks and completing all other

requirements of the program. Students are only eligible to gain a total of 1 credit for the Work Study Program for their entire time as a student of ACEC.

Field Trips

Educational and cultural field trips are an integral part of the ACEC instructional program. During the school year ACEC students may participate in trips to college campuses, museums or theater performances. The ACEC Code of Conduct is strictly enforced during all out of campus activities and field trips.

Open Campus

ACEC has an Open Campus *during the lunch period only*. At any other time, once you enter the building you are expected to stay in the building until lunch and the end of the school day. Students who are tardy coming back from lunch will not be allowed to attend F Period. It is considered an unexcused absence. Students wishing to leave during any other time must secure a release from the attendance office.

Visitors

All visitors must secure a visitor's pass from the front desk. Former students who wish to visit the campus or need assistance from a teacher, counselor or mentor must call and make an appointment with the teacher or staff member that they wish to see. Parents who need to talk or drop something off for their students must call and make arrangements to have their student meet them in the main office. All other friends and relatives of students must wait outside unless they have a scheduled appointment with a teacher or other member of the staff or have been requested to attend a conference.

New Applicants

Students who wish to apply to ACEC should call (773) 626-6988 for application details.

Notice to Parents Regarding Information on Sex Offenders

Illinois state legislation requires schools in Illinois to provide information to parents, eligible students (students who are 18 years of age or older), and community members identifying where and how they may obtain information collected by law enforcement agencies related to registered sex offenders. In compliance with this statutory directive, Austin Career Education Center is providing the following internet search link www.ISP.state.il.us/sor.

In addition to these internet search link, interested parents, eligible students, and community members may contact local law enforcement agencies to seek further information about registered sex offenders in the Austin community. If you do not have internet search capability, interested parents, eligible students, and community members should contact the appropriate local law enforcement agency.

Right to Review Teacher Qualifications

As a parent of a Title I student at Austin Career Education Center, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the state has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the state has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether any paraprofessionals provide instructional services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Anne Gottlieb, Curriculum Director, ACEC, (773)626-6988.

ACEC Student Code of Conduct

Inappropriate behaviors

The ACEC Student code of Conduct, *SCC*, as adopted from the CPS discipline code outlines a range of appropriate responses for certain inappropriate behaviors. School officials and staff retain the discretion to address student misconduct that is not specifically included in the *SCC*.

Group 1 – Inappropriate Behaviors

These acts of misconduct include *inappropriate* student behaviors in the classroom or on the school grounds, such as the following:

- 1-1 Running and/or making excessive noise in the hall or building
- 1-2 Leaving the classroom without permission
- 1-3 Displaying any behavior that is disruptive to the orderly process of classroom instruction
- 1-4 Loitering
- 1-5 Failing to attend class without a valid excuse
- 1-6 Persistent tardiness to school or class
- 1-7 Use of the ACEC Network for the purpose of accessing non-educational materials

INTERVENTIONS AND CONSEQUENCES

(Sanctions may be modified based on the age or grade level of the student.)

FIRST VIOLATION

Balanced and restorative justice strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary

- Teacher-Student Conference
- Teacher-Student-Parent Conference

SECOND VIOLATION OR MORE

Balanced and restorative justice strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary.

- Teacher-Student-Resource Person-Administrator Conference
- Suspension of ACEC Network privileges for improper use of the ACEC Network for one to five days, in addition to any other disciplinary action listed
- In-school Suspension (one to three days)

** Non-educational materials include, but are not limited to, games, pornographic material or other inappropriate material.*

Group 2 – Inappropriate Behaviors

These acts of misconduct include those student behaviors that *disrupt* the orderly educational process in the school or on the school grounds, such as the following:

- 2-1 Posting or distributing unauthorized or other written materials on school grounds
- 2-2 Leaving the school without permission
- 2-3 Interfering with school authorities and programs through walkouts or sit-ins
- 2-4 Initiating or participating in any unacceptable minor physical actions

- 2-5 Failing to abide by school rules and regulations not otherwise listed in the SCC
- 2-6 Exhibiting or publishing any profane, obscene, indecent, immoral, libelous, or offensive written materials, language or gestures
- 2-7 Possession and/or use of tobacco products, matches, cigarette lighters, or rolling papers
- 2-8 Defying (disobeying) the authority of school personnel
- 2-9 Failing to provide proper identification
- 2-10 Unauthorized use of school parking or other areas
- 2-11 Use of the ACEC Network for the purposes of distribution or downloading non-educational material
- 2-12 Possession of pagers or cellular telephones without prior permission of the Director

INTERVENTIONS AND CONSEQUENCES

(Sanctions may be modified based on the age or grade level of the student.)

FIRST VIOLATION

Balanced and restorative justice strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary (see Appendix H).

- Teacher-Student Conference
- Teacher-Student-Parent Conference
- Teacher-Student-Resource Person- Administrator Conference

Suspension of ACEC Network privileges for improper use of the ACEC Network or Information Technology Devices for five to ten days, in addition to any other disciplinary action listed

- In-school Suspension (one to five days)

SECOND VIOLATION OR MORE

Balanced and restorative justice strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary

- Suspension of ACEC Network privileges for improper use of the ACEC Network or Information Technology Devices for up to one semester, in addition to any disciplinary action listed
- In-school suspension (one to five days)
- Suspension (one to five days)

Upon written request from a parent or legal guardian, the Dean of Students may authorize a student to possess a pager or cellular telephone for medical and other family emergencies, or for any other good cause. A denial of authorization for possession or use of pagers or cellular telephones may be reviewed by the Director.

Group 3 – Inappropriate Behaviors

These acts of misconduct include those student behaviors that *seriously disrupt* the orderly educational process of the Chicago Public Schools, such as the following:

- 3-1 Disruptive behavior on the school bus⁶
- **3-2 Gambling
- 3-3 Fighting--two people, no injuries
- 3-4 Profane, obscene, indecent, and immoral or seriously offensive language and gestures, propositions, behavior, or harassment based on race, color, national origin,

sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability

- 3-5 Persisting in serious acts of disobedience or misconduct listed in Groups 1 through 3 of this Code
- 3-6 Any behavior not otherwise listed in Groups 1 through 3 of this Code, the commission of which is seriously disruptive to the educational process
- **3-7 Forgery
- 3-8 Plagiarizing, cheating and/or copying the work of another student or other source
- 3-9 Overt display of gang affiliation (see glossary definition)⁷
- 3-10 Bullying behaviors (see glossary for definition)
- 3-11 Unauthorized activation or use of pagers, cellular telephones or other electronic devices
- 3-12 Inappropriately wearing any JROTC or Military Academy Uniform⁸
- 3-13 Use of the ACEC Network or any Information Technology Device for any unauthorized purpose not otherwise listed in this Code

INTERVENTIONS AND CONSEQUENCES

(Sanctions may be modified based on the age or grade level of the student.)

FIRST VIOLATION

Balanced and restorative justice strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary.

- Teacher-Student-Resource Person-Administrator Conference
- Suspension of ACEC Network privileges for improper use of the ACEC Network or Information Technology Devices for up to one semester, in addition to any disciplinary action listed
- In-School Suspension (one to five days)
- Suspension (one to five days)

SECOND VIOLATION OR MORE

Balanced and restorative justice strategies may be used where appropriate and approved by the school administration provided that all participation is voluntary.

- Suspension of ACEC Network privileges for improper use of the ACEC Network or Information
- Technology Devices for up to one year, in addition to any disciplinary action listed
- Suspension (one to ten days) and/or disciplinary reassignment per approval

*** Inappropriate Behaviors marked with two asterisks indicate that the school may use its discretion in notifying police about the incident. Police notification is not required for these Inappropriate Behaviors.*

6 In addition to other disciplinary actions, a student who engages in disruptive behavior on the school bus may be subject to suspension from bus service for a period to be determined by the school Director with review by Dean of students or designee.

7 Repeated violations of Inappropriate Behavior 3-9 of the SCC may result in a referral for an expulsion hearing and should be submitted as a 5-6 Inappropriate Behavior.

8 Students may be subject to disciplinary action for violations of Inappropriate Behavior that occur either on or outside of school grounds.

Group 4 – Inappropriate Behaviors

These acts of misconduct include those student behaviors that *very seriously disrupt* the orderly educational process of ACEC, such as the following:

- **4-1 False activation of a fire alarm that does not cause a school facility to be evacuated or does not cause emergency services to be notified
- **4-2 Extortion
- **4-3 Assault
- *4-4 Vandalism or criminal damage to property resulting in damages not exceeding \$500
- **4-5 Battery or aiding or abetting in the commission of a battery which does not result in a physical injury
- **4-6 Fighting--more than two people and/or involves injury or injuries
- **4-7 Theft or possession of stolen property not exceeding \$150 in value
- **4-8 Possession, use, or delivery of fireworks
- 4-9 Any behavior not otherwise listed in Groups 1 through 4 of this Code, the commission of which is very seriously disruptive to the educational process
- **4-10 Disorderly conduct
- **4-11 Trespassing on ACEC property
- *4-12 Knowingly or intentionally using the ACEC Network or Information Technology Devices to spread viruses to the ACEC Network
- 4-13 Possession of any dangerous object for purposes of this Code
- 4-14 Use or possession of alcohol in school or at a school related function or before school or before a school

INTERVENTIONS AND CONSEQUENCES

(Sanctions may be modified based on the age or grade level of the student.)

Balanced and restorative justice strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary (see Appendix H).

- Teacher-Student-Resource Person-Administrator Conference
- Suspension of ACEC Network Privileges for improper use of the ACEC Network or Information Technology Devices for up to one year in addition to other disciplinary actions listed
- In-School Suspension (one to five days)
- Suspension (one to ten days) and/or Disciplinary Reassignment per approval

** Inappropriate Behaviors marked with a single asterisk indicate that the school must notify the police of the incident.*

*** Inappropriate Behaviors marked with two asterisks indicate that the school may use its discretion in notifying police about the incident. Police notification is not required for these Inappropriate Behaviors.*

11 Second or repeated violations of Inappropriate Behavior 4-13 may result in an expulsion hearing and should be submitted as an Inappropriate Behavior 5-11.

12 Second or repeated violations of Inappropriate Behavior 4-14 may result in a referral for an expulsion hearing and must be submitted as an Inappropriate Behavior 5-18.

13 Disciplinary actions regarding network privileges only apply to network

Group 5 – Inappropriate Behaviors

These acts of misconduct include those student behaviors that *most seriously disrupt* the orderly educational process in ACEC, such as the following:

- *5-1 Aggravated assault
- *5-2 Burglary
- *5-3 Theft or possession of stolen property exceeding \$150 in value

- **5-4 Use of intimidation, credible threats of violence, coercion, or persistent severe bullying
- 5-5 Gross disobedience to the authority of school personnel, including incidents of persistent defiance towards multiple school personnel
- *5-6 Gang activity or overt displays of gang affiliation
- **5-7 Inappropriate sexual conduct
- *5-8 Engaging in any other illegal behavior which interferes with the school's educational process¹⁴
- *5-9 Persistent or severe acts of sexual harassment
- *5-10 False activation of a fire alarm which causes a school facility to be evacuated or causes emergency services to be notified
- 5-11 Second or repeated violation of Inappropriate Behavior 4-13 possession of any dangerous object for purposes of this Code.
- *5-12 Battery, or aiding or abetting in the commission of a battery, which results in a physical injury
- **5-13 Initiating or participating in any inappropriate minor physical contact with school personnel
- *5-14 Use of any computer, including social networking websites, or use of any information technology device, or hacking into the ACEC Network to threaten, stalk, harass, bully or otherwise intimidate others, to access student records or other unauthorized information, and/or to otherwise cause a security hazard
- *5-15 Vandalism or criminal damage to property that results in damage exceeding \$500 or that is done to personal property belonging to any school personnel
- 5-16 Inappropriate consensual sexual activity
- *5-17 Use or possession of illegal drugs, narcotics, controlled substances, "look-alikes" of such substances, or contraband, or use of any other substance for the purpose of intoxication in school or at a school related function or before school or before a school related function
- **5-18 Second or repeated violation of Inappropriate Behavior 4-14, use or possession of alcohol in school or at a school related function or before school or before a school related function
- *5-19 Participating in a mob action

INTERVENTIONS AND CONSEQUENCES

For violations of Group 5 Inappropriate Behaviors, a student shall be suspended for five to ten days, and may be referred for expulsion and/or disciplinary reassignment. For offenses involving the improper use of the ACEC Network or Information Technology Devices, network privileges may be revoked for up to two years, in addition to other disciplinary actions available.

For Group 5 Inappropriate Behaviors for which a student is referred for expulsion, the student may be recommended by the Dean of Students to attend the CPS Board-sponsored SMART program in lieu of expulsion if he or she has no prior Group 5 or Group 6 violations and/or has not engaged in behaviors which involve violence or the threat of violence within the previous nine months. Such recommendations are subject to approval of the Dean of Students. A student who is recommended for participation in the SMART program in lieu of expulsion but who fails to successfully complete the program shall be expelled. If a student is expelled, Alternative Safe School Placement may be recommended for the period of the expulsion.

Following a period of suspension or expulsion, balanced and restorative justice practices may be used to help reintegrate a student back into the school community. For Group 5 Inappropriate Behaviors, balanced and restorative justice practices may only be used in addition to, not in place of, the five to ten day suspension and discretionary referral for expulsion.

** Inappropriate Behaviors marked with a single asterisk indicate that the school must notify the police of the incident.*

*** Inappropriate Behaviors marked with two asterisks indicate that the school may use its discretion in notifying police about the incident. Police notification is not required for these Inappropriate Behaviors.*

14 Any attempt at an illegal behavior is an illegal behavior itself, and so is included as punishable under this Code.

15 First-time violations of Inappropriate Behavior 5-11 by a student in the fifth grade and below will result in a maximum of ten days suspension at the school level, and the student will not be referred for an expulsion hearing.

16 An example of behavior that would constitute a 5-13 violation is a student pushing school personnel out of the way in order to physically fight with another student.

17 A student may be referred for expulsion for a first-time violation of Inappropriate Behavior 5-17. It can be assumed that students in possession of large quantities of illegal drugs, narcotics, or controlled substances are engaging in the sale of these substances, which is a violation of Inappropriate Behaviors.

Group 6 – Inappropriate Behaviors

These acts of misconduct include illegal student behaviors that not only *most seriously disrupt* the orderly educational process in the ACEC but also mandate the disciplinary action described below:

- *6-1 Use, possession, and/or concealment of a firearm/destructive device or other weapon or “look-alikes” of weapons as defined in this Code, or use or intent to use any other object to inflict bodily harm
- *6-2 Intentionally causing or attempting to cause all or a portion of the ACEC Network to become inoperable
- *6-3 Arson
- *6-4 Bomb threat
- *6-5 Robbery
- *6-6 Sale, delivery, or intent to sell or deliver alcohol, illegal drugs, narcotics, controlled substances, “look-alikes” of such substances, or contraband, or use of any other substance for the purpose of intoxication or second or repeated violations of Inappropriate Behavior 5-1718
- *6-7 Sex violations or aiding and abetting in the commission of a sex violation
- *6-8 Aggravated battery, or aiding and abetting in the commission of an aggravated battery
- *6-9 Murder
- *6-10 Attempted murder
- *6-11 Kidnapping
- *6-12 Theft or possession of stolen property exceeding \$1,000 in value

INTERVENTIONS AND CONSEQUENCES

Suspension for ten days and expulsion for a period of not less than one calendar year, or as modified on a case-by-case review by the Director or designee. Alternative Safe School Placement may be recommended for the period of the expulsion.

For first-time offenses of Group 6 Inappropriate Behaviors by students which do not involve violence or the threat of violence or the use, possession, and/or concealment of a firearm/destructive device, or the sale or delivery of illegal substances, a student may be recommended by the Dean of Students to attend the CPS Board-sponsored SMART program in lieu of expulsion if he or she has no prior Group 5 or Group 6 violation during the previous nine months. A student who is recommended for participation in the SMART program in lieu of expulsion but who fails to successfully complete the program shall be expelled. For offenses involving the improper use of the ACEC Network or Information Technology Devices, network privileges may be revoked indefinitely.

Following a period of suspension or expulsion, balanced and restorative justice practices may be used to help reintegrate a student back into the school community. For Group 6 Inappropriate Behaviors, balanced and restorative justice practices may only be used in addition to, not in place of, the ten day suspension and referral for expulsion.

** Inappropriate Behaviors marked with a single asterisk indicate that the school must notify the police of the incident.*

¹⁸ *It can be assumed that a student in possession of large quantities of alcohol, illegal drugs, narcotics, or controlled substances, or in possession of multiple individually-packaged amounts of alcohol, illegal drugs, narcotics or controlled substances, intends to sell or deliver these substances.*

ACEC DISCIPLINE PROCESS

Step 1: School Officials Investigate

- The Dean of Students should talk to all students, teachers, school personnel and other witnesses to the incident.
- The Dean of Students must make every reasonable effort to notify the parent/guardian of a student who has been injured as a result of an act of misconduct.
- The investigation may necessitate a search of the student, his/her desk or personal belongings. A search should be conducted only if necessary and any search that is conducted shall be performed in compliance with the Board's Search and Seizure Policy (<http://policy.cps.k12.il.us/documents/409.3.pdf>).

Step 2: School Affords Student Due Process

- The Dean of Students should assess the information gathered through the investigation, determine whether the student's behavior falls within the scope of the SCC, identify the student's misconduct among the list of inappropriate behaviors and determine whether the student's behavior should be addressed by the SCC.
- If the SCC applies, the Dean of Students should inform the student of the allegation(s) being made and the range of sanctions the student faces. The student must be afforded an opportunity to respond to the charges, and the Dean of Students should make a reasonable effort to contact the parent/guardian to alert him/her to what is happening before any sanction is enacted. No disciplinary action may be taken against a student before the student has been afforded the opportunity to respond to the allegations.
- If necessary, and only after a reasonable effort has been made to contact the student's parent/guardian, the Chicago Police Department should be notified.
- School officials should inform the student and parent(s)/guardian(s) that the student has the right to appeal the disciplinary decision.

Step 3: Fill Out the Necessary Paperwork

- The Dean of Students must complete an official misconduct report for ALL inappropriate behaviors under the SCC (Groups 1-6).
- The Dean of Students must also send a copy of the misconduct report home to the parent/guardian.

Step 4: Discipline According to the SCC

- Any disciplinary action taken against a student must conform to the interventions or consequences outlined in the SCC.
- Suspensions may not exceed 10 days for one incident for any reason. In-school suspensions may not exceed five days for one incident.
- Students may not attend school-sponsored events and are not allowed on school grounds during the term of suspension. They must be allowed to return for statewide assessment testing periods unless the student is available to take the tests during a scheduled make-up testing period.
- Students must be assigned homework during in-school or out-of-school suspension and must be given the opportunity to make up any statewide tests, final exams and in-class tests or quizzes given during the period of suspension.

Step 5: Expulsion or Alternative Placement/Reassignment Hearings
(For Groups 5 and 6 ONLY)

- If a student's misconduct falls within the Group 5 SCC Category, the Director retains the discretion to refer a student for expulsion or alternative placement/reassignment, but any decision to do so must be approved by the appropriate officials.
- If a student's misconduct falls within the Group 6 SCC Category, a student must be referred for expulsion and a hearing must be held prior to a student's expulsion, assignment.

Step 6: Appeals

- If a student, parent or guardian feels that the intervention or consequence taken is unwarranted or excessive, he or she has the right to ask the Director to review the matter and to reconsider the decision.
- In the event that a parent or guardian wishes to appeal a Director's decision to suspend a student or refer a student for expulsion, he or she must appeal in writing to the Director and Board President. When considering disciplinary appeals, the Board President or designee must ensure that there were no factual errors in the Director's decision to suspend the student; the student was charged with the appropriate Act of Misconduct; and the length of the suspension was commensurate with the student's misconduct.
- Any appeal of the final determination of a student's expulsion must be made in writing and sent, along with any additional evidence not available at the time of expulsion, to the Board President. The Board President or designee's decision regarding the appeal shall be final.

The term of a student's suspension or expulsion is not halted by an appeal

Austin Career Education Center Student Contract

I understand that the Austin Career Education Center is a Zero Tolerance for the following offenses. Should I commit one of these offenses, I will meet with the Assistant Director and Director, my parent/guardian will be contacted, and I will be given due process. If I have committed any of these offenses, as decided by the Director, I will be dismissed immediately. The offense will be documented and become a part of my permanent record.

Zero Tolerance:

1. Carrying, using or threatening use of any type of weapon.
2. Fighting, physically assaulting another person.
3. Possession of or distribution of drugs, including alcohol.
4. Stealing, be it personal or school property.
5. Vandalizing, be it the school building, school or personal property, or school grounds or that of our neighbors.
6. Involvement in illegal activities.

I understand that the following offenses may cause me to be suspended or dismissed from ACEC for a session or sessions. Should I commit one of these offenses, I will meet with the Assistant Director and Director, my parent/guardian will be contacted, and I will be given due process. If I have committed any of these offenses, as decided by the Director, I may be suspended. The suspension will be for no more than ten days and will count against my attendance record. The offense will be documented and become a part of my permanent record.

1. Indication of the use of drugs, including alcohol.
2. Fighting, be it verbal or threatened.
3. Showing blatant disrespect towards staff or other students including threatening anyone, inappropriate language or touching, name calling, unnecessary loudness, disruption of class/classes, and/or unruliness.

Attendance:

1. You are tardy if you are entering class after the bell has rung. 3 tardies is equal to one absence. This applies to your first period class only. Excessive tardiness to any class may result in a referral to the Director. For all other periods, you will not be let into class after the bell, and you will be marked absent.
2. After 18 absences, **unexcused or excused**, you will be dropped from that class. Excessive absences will result in failure of classes and may result in not being asked back for the following session.

Academic:

1. Students are expected to work to their highest capabilities. Students who do not receive credit for two consecutive terms in two or more classes may not be allowed to return to ACEC for the following term.
2. Students are expected to do their own work at all times. Students caught cheating or plagiarizing on class work, projects, or tests may incur failing marks for these items or for the entire course.

Other: Repeated offenses will result in a referral to the Director.

1. Students are not allowed in the hall during class without a pass from a teacher.
2. Students are not allowed to leave the building between or during classes. If you choose to leave the building, you will not be allowed to return to class. If a student is leaving for the day he or she must sign out at the front desk.
3. Students must adhere to the school's dress code.
4. Students may not wear gloves or sunglasses in the building.
5. Students may not use electronic equipment during class: this includes radios, headphones, and CD players.
6. **Cell phones use anywhere inside the school is prohibited at all times. If your cell phone rings during class or you use your phone to answer a call, make a call, receive a text or use it in any way at any time you will be sent home for the remainder of the day. A second violation of cell phone use will result in a 3 day suspension. The third and all subsequent offenses will result in a 10-day suspension and recommendation for expulsion.**
7. Students may not have guests, visitors, or children in the building.
8. In accordance with state law, students may not smoke in the building or on school grounds.
9. Students may not eat in the building, except during the lunch hour in the designated rooms.

Acknowledgement of Student Policy

By signing this document I am testifying that I have received the Student Handbook and Code of Conduct. I understand the above rules, including the details of the attendance policy, and will do my best to follow these rules. I understand the consequences if I do not follow the rules. I understand that ignorance of the rules will not excuse me from the consequences incurred with the breaking of the school rules.

Furthermore, I grant the school permission to contact my parents and/or legal guardian regarding all things pertaining to the Handbook and Code of Conduct which includes, but is not limited to, attendance, discipline, and academic concerns.

Student Name Printed

Student Signature

Date

Advisor's Signature

Date

Intimidation

The Board of Education affirms the right of all persons to be in an environment that is safe and free from intimidation, harassment, hazing or physical harm. It is a violation of board policy for any student or staff member to harass or engage in hazing any student, staff member, or other person in a physically or emotionally harmful manner while on school grounds or at school-sponsored events. Hazing, which involves any forced activity that recklessly or knowingly endangers the emotional or physical health or safety of another person, is considered a form of intimidation and harassment prohibited by this policy.

In an effort to promote the safety and welfare of all students and staff in the school environment, the Dean of Students or designee, in conjunction with the administration shall make all students and staff aware of this policy, and ensure that concerted efforts are made to inform students and staff about the content and consequences of this type of behavior.

A person commits intimidation, harassment or hazing if he or she engages in any of the following behaviors:

1. engages in physical contact that results in bodily harm (assault); or
2. subjects another person to physical contact, including but not limited to striking, shoving, or kicking, in a manner that constitutes a real or perceived threat of physical or emotional harm;
3. directs obscene comments or gestures at another person; or insults, taunts or challenges another person; or
4. follows a person in a manner which causes fear, concern or alarm; or
5. threatens another person with physical harm, or
6. engages in "hazing" activities, i.e. forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual, including, but not limited to, for purposes of initiation into any student group, and

Any incident believed to constitute intimidation, harassment or hazing shall be reported promptly to the Dean of students or designee and the Director when necessary, for investigation and further action. The Dean of students is directed to initiate suspension and/or expulsion review proceedings when infractions seriously disrupt the learning environment, undermine a sense of civility, or present a danger to the safety and welfare of students and staff.

Bullying/Cyber-bullying

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted, cyber-bullying, expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation,

national origin, religion, ancestry or the need for special education services, whether such characteristic(s) are actual or perceived.

Bullying is prohibited on school property, at school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a nexus to school curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against any student, who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The Dean of Students shall develop a comprehensive program to address bullying at all school levels. The program shall focus on accomplishing the following goals:

12. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
13. To regularly train staff and students to implement frameworks necessary to create and sustain a positive, respectful school climate where all members of the school community have a role in preventing bullying from occurring.
14. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
15. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences, as well as to ensure targeted and intensive interventions are in place for students who frequently bully or are bullied by others.
16. To foster a productive partnership between parents and community members in order to help maintain a bully-free environment by informing parents of the school bullying prevention plan and educating them in how to support the continued development of a positive school climate.
17. To support victims of bullying by means of individual and peer counseling and to foster positive social and emotional skills in students.
18. To help develop peer support networks, social skills, and confidence for all students as well as to integrate time into academic and extracurricular activities to teach students skills and strategies to avoid being targeted by a bully, and how to seek help when needed.
19. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.
20. To regularly train staff in bullying awareness and prevention, active supervision and use of appropriate, consistent interventions.
21. To designate a team of individuals at the school to monitor and address bullying prevention efforts.

22. To conduct a biennial survey of a school's climate with students, parents and staff regarding bullying, in order to review bullying prevention needs.

Alcohol and Other Drug Use by Students

ACEC recognizes that abuse of alcohol and other drugs is a significant health problem. Further, the Board of Education recognizes that the use, possession, distribution, dispensing, selling, giving or exchanging illicit drugs and alcohol is illegal, constitutes a hazard to students' health and is detrimental to a healthy learning environment. Therefore, the Board assumes its responsibility for adopting a policy that will minimize the hazard to students.

The Board supports the concept that parents, school and community have the responsibility to cooperate in efforts to prevent problems of drug use and abuse and to seek help from public and private agencies for students who become involved with alcohol/substance abuse. In providing any information to students and/or parents about community substance abuse treatment programs or other resources, the ACEC assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of an individual student, other students or school personnel for any student to use, possess, distribute, dispense, sell, give or exchange alcohol, marijuana, other controlled substances, or drug paraphernalia on ACEC school property.

For purposes of this policy, prohibited substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medication to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school-sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale of drugs or other controlled substances, in accordance with state law.

Use of Tobacco by Students

Austin Career Education Center is committed to high standards of personal and public health and safety. In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by students while in or on school properties, or under the school's

jurisdiction during school hours, or while participating in a school-sponsored event is prohibited.

For purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including, but not limited to, the following:
 - a) All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b) All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c) All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include any product packaged for smoking.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

Students shall be subject to disciplinary action for violation of this policy. In accordance with state law, no student shall be expelled solely for tobacco use.

Weapons in School

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the school.

Possession is defined as having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on school grounds.

Mandatory expulsion for dangerous weapon in accordance with state and federal law
Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any curricular or non-curricular event without the authorization of the school is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

- a. A firearm, whether loaded or unloaded
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot,

numchakas, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

The Dean of students shall initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. Unless expulsion is otherwise required by federal law, a student may, but need not be expelled, if as soon as possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The Director may modify the length of this federal requirement on a case-by-case basis.

Discretionary discipline in accordance with state law

As used in this policy, "weapon" means any object which is generally used for nonviolent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its use or intended or threatened use. For example, a baseball bat is ordinarily not considered a weapon; however, when used or threatened to be used to strike the head of another person in a fight, it will be considered a weapon under this policy. Examples of objects which may, under given circumstances, be weapons include, but are not limited to, rocks, bottles and cans, chains, shoes, especially military style boots, bats, ropes, mace or similar noxious chemical substances used in a threatening or improper manner. Additionally, the carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by school, during a school sponsored activity or event, and off school property when such conduct has a reasonable connection to school curricular or non-curricular event without the authorization of the school is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The director's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Other restrictions invoking discretionary suspension or expulsion for a weapon

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, on school property, when being transported in vehicles dispatched by the school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school curricular or non-curricular event without express authorization is considered to be behavior detrimental to the safety and welfare of

the student, other students and school personnel and is therefore prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings. The school shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law. In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school to law enforcement.

Discipline of Students with Disabilities

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.

Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individualized Education Program (IEP), any behavioral intervention plan, and this policy.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or behavioral intervention plan.

Suspensions, expulsions and provision of services

Students with disabilities may be suspended for up to 10 school days in any given school year for violations of the student code of conduct. These 10 days need not be consecutive. During any such suspension, the student shall not receive educational services.

A disciplinary change of placement occurs when a student is removed for more than 10 consecutive school days or subjected to a series of removals that constitute a pattern of removal under governing law.

Upon the eleventh school day of suspension or removal when such suspension or removal does not result in a disciplinary change of placement, educational services shall be provided to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. School personnel, in consultation with at least one of the student's teachers, shall determine the educational services to be provided to the student during this period of suspension or removal.

When a student is expelled or subject to a removal that results in a disciplinary change of placement, educational services shall be provided as determined by the student's IEP team to enable the student to participate in the general education curriculum, although in another setting, and to progress toward meeting his or her IEP goals.

Prior to expulsion or other disciplinary change in placement, the student's parents shall be notified of the decision to take such disciplinary action and of their procedural safeguards. This notification shall occur not later than the date on which such decision is made.

Manifestation Determination

Within 10 school days from the date of the decision to take disciplinary action that will result in a disciplinary change of placement, school personnel, the parent and relevant members of the child's IEP Team (as determined by the parent and the school personnel), shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents, to determine whether the student's behavior was a manifestation of the student's disability.

The team shall determine: (1) whether the student's conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; and (2) whether the student's conduct in question was the direct result of the school's failure to implement the student's IEP. If the answer to either of these two questions is "yes," the student's behavior shall be deemed to be a manifestation of the student's disability.

Disciplinary action and/or alternative placement for behavior that is a manifestation

If the team determines that the student's behavior is a manifestation of the student's disability, expulsion proceedings or other disciplinary change of placement will be discontinued. However, the student may be placed in an alternative setting for up to 45 school days as discussed below or the student's placement may be changed for educational reasons as determined by the IEP team or as otherwise permitted by law. Within a reasonable amount of time after determining that the student's behavior is a manifestation of the student's disability, the student's IEP team shall: (1) conduct a Functional Behavior Assessment (FBA) of the student, unless an FBA has already been conducted; and (2) implement a Behavior Intervention Plan (BIP) for the student. If a BIP has already been developed, the IEP team shall review it and modify it as necessary to address the student's behavior.

Placement in an alternative setting for 45 school days

School personnel may remove a student with disabilities to an interim alternative setting for not more than 45 school days without regard to the manifestation determination if:

1. The student carried a weapon to school or a school function;
2. The student possessed a weapon at school or a school function;
3. The student possessed or used illegal drugs at school or a school function;
4. The student sold or solicited the sale of a controlled substance at school or a school function;
5. The student inflicted serious bodily injury on another person while at school or a school function; or
6. A hearing officer or court of appropriate jurisdiction so orders.

Such removal to an alternative setting is permissible even if the student's behavior is determined to be a manifestation of the student's disability. The student's IEP team shall determine the educational services to be provided to the student in the alternative setting.

Students not identified as disabled

Students who have not been identified as disabled shall be subjected to the same disciplinary measures applied to students with disabilities if the school had "knowledge" of the student's disability before the behavior that precipitated the disciplinary action occurred.

The school is deemed to have knowledge of the student's disability if:

1. The student's parent has expressed concern in writing to the Dean or administrative personnel, or the student's teacher, that the student is in need of special education and related services;
2. The student's parent has requested an evaluation; or
3. The student's teacher or other school personnel have expressed specific concerns about the student's pattern of behavior directly to the director of special education or other supervisory personnel.

If a request for an evaluation is made during the period the student is subject to disciplinary measures, the evaluation will be expedited. Until the evaluation is completed, the student shall remain in the school's determined educational placement, which can include suspension or expulsion.

The district shall not be deemed to have knowledge that the student is a child with a disability if the parent has not allowed an evaluation of the student, or the student has been evaluated and it was determined that he or she is not a child with a disability, or the student was determined eligible for special education and related services, but the parent refused services.