

Welcome!

The staff at CACE (Chillicothe Alternative Center for Education) welcomes you to our educational setting. We realize that the traditional educational setting does not reach everyone. CACE is designed to meet the needs of those students that have not found success in the traditional public school setting. Academic courses at CACE are designed so that classes are small and work is individualized to meet student needs. The curriculum is based on the grade level expectations set forth by the Missouri Department of Elementary and Secondary Education.

The CACE handbook is designed to serve as a guide for student enrollment. **The handbook is not all inclusive and situations may arise that require the handbook be modified at the administrator's discretion.**

CACE Staff

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Administrator

Language Arts/Elective

Math/Science

Social Studies

6-8 Middle School At-Risk

Counselor

Paraprofessional

Paraprofessional

Paraprofessional

ADMISSION TO CACE

Cooperating schools (including Chillicothe R-II School District) in the CACE program will recommend students for admission to the program. Each cooperating school will evaluate student performance and complete an enrollment packet to submit to the CACE director and personnel for admission to the program. CACE personnel will meet with the students, parents and school counselors to review the CACE program and determine if the student is eligible. Students can **be enrolled at the beginning of each quarter.**

Enrollment information is kept on file by the CACE administrator and secretary. It is very important that the CACE staff have an up to date address and emergency number. **Please inform the CACE secretary of any change in address, phone numbers or other pertinent information. It is necessary that we have at least 3 contacts for each student.**

CACE Mission Statement

The Mission of the Chillicothe Alternative Center for Education is for each student to learn necessary life skills, academically and socially, to graduate high school and be successful citizens of our global society.

CACE VISION

The Chillicothe Alternative Center for Education will partner with parents and community, and local schools to provide the best educational opportunity for each student attending CACE. Our students will learn how to care for themselves and their community and continue that desire to their extended families.

CACE BELIEFS

The Chillicothe Alternative Center for Education believes that EVERY student can learn. There is no room for failure. CACE instructors believe that every student needs at least one teacher in their life take an interest in them. CACE believes that building personal relationships is the key for a student to be successful!

ACADEMICS

A daily academic class schedule is found in the appendix section. The CACE High School program operates on a block schedule. A and B day calendars will be posted at the CACE facility so that students are aware of their daily routine. Academics as well as personal and social growth are the foundation of the CACE program. Students are awarded credit on a semester basis. Students may obtain 4.5 credits per semester for a total of 9 credits per year. *Contact the CACE administrator with questions about graduation and academic credits. Middle School Alternative School Program operates on the regular middle school bell schedule.

Parents and students will be regularly informed of their academic progress through home/school communication. A quarterly newsletter will be sent to parents as well as mid quarter, quarter and semester grade reports. A formal parent/teacher conference will be held at the end of the first quarter and third quarter, by appointment, if necessary. (See enclosed school calendar in the appendix section). Students will complete **most** assignments at school. Work will be supervised by the CACE staff. The CACE staff will use a uniform grading scale (see grading scale in appendix section) to assign letter grades each grading period. The grades will be forwarded to the cooperating schools to be a part of the student's permanent transcript and school records.

Counseling and Career Planning

A licensed professional counselor is available to students Monday, Tuesday and Thursday for personal counseling. The mental health of students is important to academic success. The counselor is an important asset to the CACE program. Students will also participate in the Missouri Connection program to learn about careers that interest them for future careers.

Academic and career counseling are available through the CACE administrator and counselors at the participating schools.

Daily Schedule

8:05-8:30 Morning Sting Advisory

8:30-9:15 1st hour

9:15-10:00 2nd hour

10:00-10:45 3rd hour

10:45-11:15 LUNCH

11:15-12:00 4th hour

12:00-12:45 5th hour

12:45-1:30 6th hour

1:30-2:15 7th hour

2:15-2:40 8th STING advisory

Attendance to school is an important part of the student's preparation for success after high school. Students must develop attendance habits that are expected of them in the adult world. The following attendance guidelines have been developed to assist students in developing and maintaining attendance habits that will insure their success after high school.

- If a student is absent or tardy for any reason, it is important that the school is notified. Parents should call the CACE secretary by 8:05 am to report absences or tardies. **(Phone: 660-646-0013).**
- If a call is not received and a student is reported absent by the CACE staff, parents will be called by their home room STING Advisory teacher during 1st hour. **Mrs. Kennebeck will be using the CACE suburban to pick up any students who are absent from 8:30-9:00 AM.**
- An attendance report will be sent to the cooperating schools each month by the CACE secretary.
- If a student is tardy, the student must sign in with the CACE secretary. The time will be recorded and **students will lose 1 point for attendance on their point system card. (9 tardies will result in one day ISS)**
- Students are allowed 5 days of absence per semester. Students exceeding the five days per semester will be required to make up the time. After **three** absences, parents will be notified and after **five** absences parent conferences will be held to determine a plan of action. **Failure to adhere to the attendance policy may result in dismissal from the CACE program. It is our goal to beginning making up hours missed immediately upon reaching the limit of days absent.**

The CACE program follows the Chillicothe R-II School district calendar. If Chillicothe cancels classes for inclement weather or emergency, the CACE program will also be closed.

Please see SECTION 1 on attendance for more details

Transportation

Transportation is provided by the participating districts. Each participating district will outline transportation procedures with students and make special arrangements if necessary. Chillicothe R-II students that attend CACE all day are allowed to drive to the CACE facility. A parking permit must be obtained from the CACE secretary. Mrs. Kennebeck will be picking up students as needed from 8:30-9:00 to ensure students are arriving to school. Students NOT driving will be picked up at the HS/MS at 7:45 AM. IF you are late YOU will miss the bus. The bus will NOT wait on you.

Food Service

Students attending the CACE program have two options for lunch. Students may bring their lunch in disposable containers, refrigeration is provided or students may order a lunch from the High School cafeteria to be delivered to the CACE facility. Students bringing in a lunch must turn it in to the office when arriving to CACE. Lunches must be ordered by 9:30am each morning and will be picked up by CACE personnel at 10:30 am. **Students may not leave the premises to purchase lunch.** It is the responsibility of the student to make arrangements for lunch, **prior** to the school day. **Outside vendor food may not be brought in at lunch time.—**
No exceptions!!

Pop and snack machines are provided in the CACE facility. These machines will be turned off during the school day and turned on during the lunch period. Only students on level 3 may use snack and pop machines.

Absolutely no candy, snacks, drinks, breath mints, and chewing gum will be allowed at CACE. These items will be confiscated and NOT returned, and a consequence imposed.

***more details on lunch service provided in SECTION 1**

Health Services

The school nurse (Chillicothe High School) is available at student request. All health and medication policies of Chillicothe R-II Schools will be used at the CACE facility. A guideline established by the Chillicothe R-II School District in regards to prescription and non-prescription medications is found in the following information. **NO MEDICATION can be transported by the student. Any medication must be brought to CACE in its original container by the parent or guardian.**

Administration of Medications to Students

The school nurse will be responsible for giving medication if she is in the building. The nurse will train designated unlicensed personnel to administer medication when she is not present.

Administering Prescription Medications to Students:

Medications will be given to students during school hours if absolutely necessary.

If possible, the parent/guardian will be encouraged to schedule the medicine to be given before or after school. However, if this is not possible, the following instructions must be followed:

****The first dose of any medication will not be given at school because of possible allergic reactions or side effects.**

PRESCRIPTION MEDICATION:

1. Medication container must have label attached by a pharmacist and/or physician and will include:
 - Child's name
 - Name of medication
 - Dosage of medication
 - Name of doctor
2. Written permission from parent/guardian to give medication
3. Time of day medication is to be given

All long-term (10 days or more) and emergency medications must have a special form completed by the physician and parent/guardian. The form is to be completed and returned to the school nurse. Forms are available in the school office.

Non-Prescription (Over-the-Counter) Medications:

Administration of over-the-counter drugs with the exception of Tylenol (elementary level) and Ibuprofen (middle and high school) will require completion of the Medication Authorization form by parents and physician. This written request will be required prior to administering medications.

1. MEDICATION MUST COME IN THE ORIGINAL CONTAINER
2. Child's name on the medication container
3. Only the instructions listed on the medication container will be followed unless a physician requests in writing different instructions for administering the medication
4. Written permission from parent/guardian to give medication
5. Time of day medication is to be given.

MEDICATIONS ADMINISTERED TO STUDENTS WILL BE THE RESPONSIBILITY OF THE SCHOOL ONLY IF THE DISTRICT'S STUDENT MEDICATION POLICY IS FOLLOWED:

Excess medication at the end of the school year WILL NOT be sent home with the students. Parents must make arrangements to pick this medication up. Any medication not picked up will be disposed of.

Visitors

Due to the educational privacy issues of students, **visitors are not allowed in classrooms during the regular school day.** We welcome parents to schedule parent/teacher conferences or conferences with the administrator and/or counselor at any time during the school year. Former students can visit after 2:40pm.

Student Code of Conduct

Students at CACE have the right to learn in a safe environment and the responsibility to ensure that learning is taking place. It is our belief that students at the high school level know appropriate behavior standards and can conduct themselves in a responsible manner. Chillicothe Alternative Center for Education will be using a level system with our BIST program. A detailed explanation of the point system is in SECTION 2 and SECTION 3 of the handbook. A code of disciplinary procedures adopted by the Chillicothe R-II School District Board of Education is outlined in the appendix section. General policies of the CACE program are outlined as follows:

Care of School Property

Students are expected to treat school property with care and consideration. Students who damage property will be expected to restore the property to its original condition and may face further consequences. Students are expected to respect the privacy and rights of other students in regards to personal property. The CACE facility is the responsibility of all staff and students. Trash, spills, etc. are expected to be cleaned up immediately. Notify an adult immediately for anything not cleaned up immediately.

Dress Code

Students are expected to dress appropriately for school. Student attire should not detract from the educational process. Any clothing deemed **inappropriate** for school by the CACE staff will be removed or worn inside out. Clothing that is inappropriate includes but is **not** limited to the following:

- Clothing or articles that are excessively torn or ragged, holes above the knee.
- Clothing displaying vulgar writing, slogans, symbols or sexual references.
- Clothing with alcohol, tobacco, or controlled substances advertisements or references.
- Clothing that promotes or displays gang or gang related symbols.
- Shoes, boots and/or sandals must be worn. **BAREFEET OR SOCK FEET PROHIBITED and will result in loss of points.**
- **Any** clothing that reveals undergarments is inappropriate.
- Boys shirts must have sleeves that cover the arm pits
- Halter tops
- Bare mid-drift tops, mid section must be covered
- Hats, sunglasses, handkerchief headscarves
- Hood to jackets must be worn down
- Shirts must not be lower than hand with distance from collar bone
- Appropriate shorts may be worn. They will be not be allowed IF they are too tight or too short. Shorts are the appropriate length if they are worn at mid-thigh. For this purpose the thigh is defined as the area from the inseam to the top of the knee cap. Dresses, skirts, skorts and dresses with slits in the side must meet the same criteria as shorts to be worn at school.
- “Sagging” is not allowed. Pants must cover underwear at all times

Truancy

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Parents of students who are truant will be contacted and disciplinary actions will be taken. The next day of attendance will result in ISS and loss of points or possible level. Truancy may result in dismissal from the CACE program.

Student Driving and Parking:

Driving is a privilege which, if abused, can be revoked. Students wishing to park in CACE parking lot will have to be issued a parking permit tag.

Custody of Students:

Students will not be released to the custody of anyone except their parent, legal guardian, or a person listed as an emergency contact on the student’s information, UNLESS specific WRITTEN instructions by the parent/guardian have been provided. Parents must contact the school if there is any change in how the student is to get home. If a parent does not notify the school, regular dismissal will apply.

Student Discipline:

The safety and well-being of our students is paramount in this building. The Chillicothe R-II Board of Education support the development of effective programs that ensure safety, hold a person accountable for their actions and provide intervention programs that change student behavior so students leave with skills to help them function successfully in our global society.

The Chillicothe Alternative Center for Education utilized the BIST program (Behavior Intervention Support Team) to help promote accountability of their actions and develop programs to change their behavior. We will also be implementing the Level System the 2013-14 school year, detailed explanation in section 1,2,3 and the appendix.

Computer Usage and Electronic Devices—use of cell phones and other electronic devices (I-Pods, MP3 Players, pagers, etc)

Development in cell phone technology in recent years has resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras, and similar electronic devices will be banned from use during the instructional day, as well as in dressing areas during extra-curricular activities. Students using a cell phone on Chillicothe Alternative Center for Education between the hours of 7:45 to 2:35 will have their electronic device confiscated. IF a student refuses to surrender his/her cell phone or electronic device, he/she will be suspended for two days out of school for insubordination. **A student is considered “using” a cell phone if the phone rings, vibrates, or the student is looking at it and/or touching it. (as per the Chillicothe R-II High School handbook policy)**

IF parents must contact their child, they should call the office at 660-646-0013 or IF the student needs to get ahold of a parent they may use the office phone.

- Use of cell phones and other electronic devices (I-pods, MP3 players, pagers, Etc) are not allowed on school property. The use of these items can be earned at different levels on the point system.
- PSP3 and other gaming devices are **NOT** allowed at the CACE facility. These devices should not be brought to CACE and having them in class will result in confiscation.
- Headphones are used only at the direction of the classroom teacher. Use of this device will be earned by the point system.
- Only computers that are property of the CACE program may be used by students. **Students may not bring laptop computers from home.**
- Students must have an acceptable use policy on file in order to use the computers provided by the CACE facility. NO EXCEPTIONS
- Students will only use computers for academic work progress. **If the student does not comply with the acceptable use policy computer privileges will be suspended. MORE INDEPTH DETAILS OF THIS POLICY IN SECTION 1**
- Downloading is strictly prohibited unless directed by a CACE staff member. If you are caught downloading ANYTHING on a computer your computer privileges will be revoked!

SECTION 1:

PARENT AND STUDENT RESPONSIBILITIES

Parents/Guardians Responsibilities

- Notify the school office at 660-646-0013 when your child will be out of school for any reason.
- Ensure that your child is present and on time every day
- Keep your child home if they have a fever, vomiting or otherwise sick
- Personally notify the school office of any changes in telephone or address. We MUST be able to reach parents during the day and need at least three (3) current telephone numbers at all times.
- Pick up the child when called by the school to do so
- Parents must personally bring any prescription medications needed for the child. Students may NOT bring medication to school
- Set up appointments when you want to discuss any concerns with the principal, school counselor or teacher

General Information

1. **A. Attendance:**

Absences: The principal has the authority to excuse students for absences and tardies due to, but not limited to:

- Personal illness- If a student has accumulated ten (10) absences, whether excused or unexcused, a doctor's note specifying inclusive dates for the illness must be submitted in order for the subsequent absence (the 11th and thereafter) to be excused.
- Dental or medical appointments – We strongly urge that these appointments are scheduled after school or at a time that does not interfere with school. The school may require verification of the doctor visit.
- Required court appearance- Verification from the court is required.

B. Unexcused absences: Any absence or tardy without a note will be considered unexcused. Notes are required to have a date of the absence and parent signature. IF a parent calls in a note is still required. Home room teachers will make every effort to call the parents each day a student is absent. Please make sure we have a current day time phone number where you can be reached. It is the parent's responsibility to ensure that we at CACE have a means of contacting you during the day.

C. Perfect Attendance: Students are rewarded for perfect attendance through the level system by earning bonus points toward the next level. Perfect attendance bonus points are earned per level. Students may also earn these bonus points for having perfect attendance for the six week period. Teachers must confirm these points.

When students have perfect attendance on a level/6 weeks they will receive:

Level 1 – 67 Bonus points toward level 2

Level 2 – 76 Bonus points toward level 3

Level 3- 80 Bonus points toward level 4

****ANY ABSENCE OR CHECKING OUT OF SCHOOL EARLY FOR ANY REASON REVOKES PERFECT ATTENDANCE BONUS POINTS. COURT AND DEATH IN THE FAMILY (WITH WRITTEN PROOF) WILL BE THE ONLY EXCUSES ACCEPTED****

**** IF TARDY ATTENDANCE POINTS WILL BE REDUCED NOT REVOKED****

2. **ID BADGE:**

- Students will wear their ID badges and they will be visible at ALL TIMES

3. **Early Dismissal:**

- Any accumulation of 4 early dismissal/tardies will result in a loss of a day's points
Excessive early dismissal/tardies may result in a level demotion

4. **Food/lunch/breakfast:**

- Lunch: students are to follow all lunch rules established by the CACE staff
- Lunches brought to school MUST be turned in to the office until lunch time. Lunches must be brought in disposable paper or plastic containers.
- No microwave use is available (only level 3's can bring lunch from home)
- Drinks: **NO drinks are to be brought onto the campus.** Drinks brought onto the campus will be confiscated and not returned. No food items or drinks will leave the cafeteria.
- **Snacks:** Candy, snacks, drinks, breath mints, chewing gum **are not allowed at CACE.** These items will be confiscated and not returned. (only level 3's are able to have this privilege)

5. **Hallway/transition times:**

- Point sheet carried at all times
- No touching other students or staff
- Hands must be visible at all times
- Hoodies must be worn down

6. **Appropriate Technology Use Guidelines:** The school computer network is provided for students to conduct research for educational purposes. Access to network services and internet is given to students who agree to act in a considerate and responsible manner. Parent permission and student signature required on the Acceptable Use Policy. Network storage areas may be treated like any other area of the school, administrator and teachers may review files, bookmarks, and communication to maintain system integrity and to ensure the users are using the system responsibly. Computers are for educational purpose ONLY. The following are NOT permitted:

- Playing ANY video game is not permitted
- Sending, searching for or displaying offensive messages or pictures
- Harassing, insulting, threatening or using obscene language toward others
- Looking up email or facebook (any social network is forbidden)
- Damaging computers, computer systems or computer networks
- Changing the wallpaper or adding any image to computers is forbidden
- Violating copyright laws is forbidden
- Using another person's password or trespassing in another's files or work, or any other similar action not related directly to school studies
- Employing the network for commercial purposes
- Searching or sending information related to weapons, guns, bombs or explosives
- Any action that violates existing school board policy or public law

*****Violations may result in the loss of access to computers as well as other disciplinary action or legal action****

7. **Level Test:**

Students will be required to take a test and pass a test on the CACE handbook as part of the requirement to move to level 2. Students may take the test on their 1st consecutive day. Students are required to score an 80 or higher to pass the test. If test is failed, student must wait one full school day before being eligible to make another attempt. ONLY ONE ATTEMPT PER DAY

8. **Books and school materials:**

Students MUST carry a reading book to every class to read upon completion of class work. There will be NO sleeping. **IF caught sleeping**, the days points accumulated will be revoked. Students may receive a zero for responsibility if this rule is violated. All books will be left in your homeroom at the end of the day. All classroom books are the property of the Chillicothe School District and students will pay for damages if they lose or damage a book.

9. **Make up work:**

Students who are absent are responsible for requesting all of their missing assignments during their absences. The school secretary will be able to access that information for you. Students have 5 days to make up any missing work. If the absence occurs near the end of a grading period, a grade will be issued on current progress but will be changed once student completes the work.

10. **Point Sheets:**

- Students are responsible to have it in their possession at all times
- Penalty for forgery/alteration of points or signature will result in 1 day ISS for each offense, other modifications may be made at the principal's discretion.
- Student's responsibility to total points on the sheet and record student level tracking sheet daily

11. **School days and time:**

- School begins at 8:05AM. There will be NO supervision until 7:45AM students are NOT allowed in the building.
- Students are to be picked up no later than 2:40pm each day
- IF a student arrives AFTER 8:20 AM a parent MUST come inside and sign the student into school (this does not apply to bus riders)

12. **Visitors:** All visitors must report directly to the office upon entering the building. Former students may visit after 2:40

SECTION 2: LEVEL SYSTEM

Philosophy: The level system is a positive motivational system for behavior improvement. The student will have total control over how he/she performs. The student and staff will consistently and continuously evaluate the student's responsibilities. The levels represent the kind of expectations that the "real world" has for all citizens. At each level, a student's responsibilities and privileges will increase. Before moving to the next level, the student will have to meet certain requirements for a specific period of time. By meeting the level requirements, consistently, the student will begin a commitment to making positive changes in behavior that have not worked in the past. The student will exhibit new behaviors that will help him/her become a more successful person.

As a student moves through each level, more will be expected of him/her in terms of responsibility and being a positive influence on his/her classmates. With these additional responsibilities, the students will gain privileges. In order to keep the privileges, a student must handle them responsibly.

Movement to each level depends on meeting all requirements for that level. A student must complete each level and may not skip a requirement. However, failure to meet the responsibilities of that level may result in suspension of privileges, and these privileges may be earned back only by taking ownership for his/her actions and showing commitment towards improvement.

CACE SCHOOL STANDARDS:

There are four standards that are the foundation of the point and level system. The standards are:

1. BE HONEST
2. BE RESPECTFUL
3. BE RESPONSIBLE
4. BE IN CONTROL

The definition of the standards will be listed here, as a guideline that the teachers will process with their students so they can understand and take ownership for the standards of behavior that they will follow. This process generally takes two or three weeks to establish. Journal writing, personal goals and evaluations will likely be related to these standards initially.

Definition of these standards is on the next page.

Personal Goals:

Personal goals are one of the most important aspects in helping a student overcome the behaviors that resulted in placement in the alternative program. By mastering personal goals, students have measurable evidence in every period that they are making necessary gains toward returning to their home school. This allows the student and staff to have a concentrated focus on a limited number of behaviors instead of attempting to change everything at once. The more successful student become at meeting their personal goals, the better they will feel about themselves, which in turn will enable them to have a greater desire to improve.

A student will be expected and held responsible for setting and working on his/her own personal goals. Initially, the staff and class will help identify a personal improvement goal that will become a student's target behavior, which will be rated daily. The only way goals can help will be by the student's commitment to work on them, to honestly evaluate his or her own progress, and to listen to and follow the feedback given by teachers. The goal a student chooses needs to be stated in specific and positive manner so that the student

can monitor progress. If goals are realistic and the student puts forth the necessary effort, each goal will be mastered within two to three weeks.

The primary focus will be the self-improvement a student makes in these important areas. Staff and peers will do their best to assist each student with their personal goal throughout the day. The student will be evaluated daily on progress, and overall progress will be monitored weekly when evaluating the weekly competencies.

Levels of systems:

Re-Entry Status (this would include students returning to CACE)

- Returning students must make 64 points per day for 10 cumulative days, and then do 5 consecutive days before they are allowed to leave level 1.
- Returning students will return to CACE with level 1 status
- Any ISS/OSS offenses will result in the student being penalized.

LEVEL 1

All students entering CACE for the first time will begin on Level 1. This is at least a 10-day period in which the students will become familiar with the program structure and standards, classroom procedures, and the staff. It is also a time where the staff will learn about the student. A Level 1 student will not be allowed to self-evaluate.

Responsibilities and Requirements:

- Student earns 490 points AND then must earn a minimum of 64 points per day for 3 consecutive days
- Score 80% or better on the program level test
- Any ISS/OSS the student will be penalized
- Lunch account MUST be current
- Excessive absences will result in a loss of points or other penalties (eg. Promotion delay, repeat consecutive days, etc.)
- Must complete the level change form. The form must be turned in 3 days before the consecutive days are complete
- Any argument of points will result in automatic reduction of points.

Privileges:

- Set and meet personal goals to achieve personal improvement

Limitations:

- Evaluated at the end of each class
- Assigned classroom seating

LEVEL 2

Level 2 is the level which the student not only knows what the program requirements are, but is meeting the expectations most of the time. This is a compliance level. As a level 2, the students need to have begun demonstrating an understanding of their behavior and how it affects themselves and others. As a student moves through level 2, s/he will need to be showing improvement on their personal goals and begin working on the problems that resulted in their admittance in the CACE program. The students will need to begin to select realistic goals for themselves with suggestions on goals, which need to be worked on. At school, the student's attendance will need to be excellent and they should have fewer behavioral problems as they move to level 3.

Responsibilities and Requirements:

- Student earns 814 points and then must earn a minimum of 68 points per day for five consecutive days
 - Any ISS/OSS offense will be penalized
 - Lunch accounts must be current
 - Excessive absences will result in a loss of points or other penalties (promotion delay, repeat consecutives, etc)
 - Must complete level change form. Forms must be turned in 3 days before consecutive days are complete
 - Any argument of points will result in automatic reduction of points
- Privileges:
- Participate in problem solving situations
 - Participate in out-of-class group activities

Limitations:

- Evaluated at conclusion of each class
- Assigned classroom seating

LEVEL 3

By the time the student has earned level 3 status, they have been consistently following the program expectations with minimal reminders by staff. They will require less supervision as demonstrated by how they are handling level 3 privileges as well as unsupervised time. During level 3, the student will begin setting realistic goals for themselves and begin mapping out effective strategies to attain them. The student will not only understand how to problem solve, but will now begin avoiding major problems. They will now be demonstrating leadership skills by example.

Responsibilities and Requirements:

- Student earns 1326 points and then must earn a minimum of 72 points per day for ten consecutive days
- Any ISS/OSS offense will be penalized
- Lunch accounts must be current
- Excessive absences will result in a loss of points or other penalties (promotion delay, repeat consecutives, etc)
- Must complete level change form. Forms must be turned in 3 days before consecutive days are complete
- Any argument of points will result in automatic reduction of points

Privileges:

- Participate and/or lead in problem solving situation
- May sit where they want at lunch

Limitations:

- Evaluated at conclusion of each class
- May sit where they would like in the classroom

LEVEL 4

Level four students are demonstrating appropriate adjustments and performance in school. On a personal level, they are effectively dealing with their anger in all situations. They are now keeping their commitments and are following through with quality on any task they undertake, even those task they do not like to perform. The students are also making the kinds of decisions that usually lead to positive outcomes for themselves and others. It is important to remember that completion of Level four is not completion of the program.

Responsibilities and Requirements:

- Student earns 1886 points and then must earn a minimum of 76 points per day for ten consecutive days
- Any ISS/OSS offense will be penalized
- Lunch accounts must be current
- Excessive absences will result in a loss of points or other penalties (promotion delay, repeat consecutives, etc)
- Must complete level change form. Forms must be turned in 3 days before consecutive days are complete
- Any argument of points will result in automatic reduction of points.

Privileges:

- Participate and/or lead in problem solving situation
- May sit where they want at lunch and have ALL lunch privileges

Limitations:

- Evaluated at conclusion of each class
- May sit where they would like in the classroom

VIP STATUS

Overview: Students who complete levels 1-4 and are more than 10 days from returning to their home school may fill out a level change request for VIP status. Students are returned to their homeschool at pre-determined dates set by the principal in cooperation with the home school.

Responsibilities and Requirements:

- Same as Level 4 (see above—EXCEPT for earning of points/level change)
- NO daily point sheet required

Limitations:

- Evaluated each class period
- Will remain on VIP status until approximately 10 days away from returning to the homeschool.
- Any UNEXCUSED absence revokes VIP status. Student will need to re-do 10 consecutive days on LEVEL 4 to return to VIP STATUS

How students behavior is rated

When a level request has been submitted, the following criteria are used to rate a student when considering his/her level request:

- Percentage of points earned daily
- Averages on personal goals
- Showing personal problem solving skills
- Peer approval on how to get along with others and follow expectations including when teachers are not able to observe

**At the beginning of each day, all standard are reviewed by each class during advisement. Procedures on evaluations will be contingent to the level earned. (see privileges and responsibilities). Points are earned during daily activities from the morning routine, class periods, lunch, restroom breaks AND bus ride home. Each student starts each activity with zero point and begins to earn points. (see appendix) It is all up to the student as to how well they will do.

Tracking Points:

Accumulation period:

During the “accumulation period” the student must make a total number of required points to be able to start their “consecutive” days. For example, on level 1, the period where it usually takes a student approximately 7 days to earn 490 points would be called the accumulation period. All points during these days count toward your 490 points. ALL POINTS COUNT! If you earn less than 64 points in one day, during this period, you are still earning points! So, if on the first day you earn 64 points, second day 49, and the third day 64 again,....all these points count toward your desired goal of 490. After you earn 490 points you can then start your consecutive days.

What are consecutive days?

During “consecutive days” points are treated a little differently. For example, on level 1, you MUST make a minimum of 64 points per day for 3 consecutive days. That means 3 days in a row, no absences, no tardies, no early release. Factors that affect consecutive days are:

- ABSENCE: any absence (excused or unexcused) during consecutive days will require you to re-start consecutive days. (The ONLY exception would be absence due to court appearance with an official not from the courthouse, or a death in the family with proper documentation)
- If you are TARDY or LEAVE EARLY: you must restart your consecutive days.
- Did not make points on “that” day: If daily points was not reached, you must re-start consecutive days.

NOTE: students MUST maintain an appropriate attitude even if they do not agree with the points marked on the point sheet. Any negative discussion of points received will result in additional loss of points.

LEVEL BADGES:

All students at CACE will be required to wear their student ID/badges that identify their level

Level	BADGE COLOR
Re-entry	Black badge – marked re-entry---students returning to CACE
Level 1	Purple badge – all first time students
Level 2	Green badge
Level 3	Orange badge
Level 4	Yellow badge
VIP	VIP STICKER---student has excelled and is deemed ready to return to their home school

SECTION 3 DISCIPLINE

Discipline will be handled on an individual, case by case, basis and may include ISS, OSS.

I. VIOLATIONS

- a. Violations will result in the following consequence
 - Situations assessed/information gathered and necessary control measures taken as needed
 - School administration and/or SRO will be called for back-up IF necessary
 - Logical consequences administered in a timely manner
 - Parent/guardian will be notified by phone or by communication form sent home
- b. According to the nature and severity of the offense, the following MAY HAPPEN:
 - Local authorities called
 - If applicable, Juvenile Officer may be contacted and a team meeting called to develop a plan for re-entry into the level program. A reasonable amount of time will be given to the parent. However, if parent unable to attend the meeting or participate by phone, the team will meet, and an action (behavior) plan will be developed and implemented. A copy of the plan will be sent home for the parent and student to discuss.
- c. Action plan outcome
 - If the student follows the plan and consequences with a positive attitude, he/she will be allowed re-entry into regular classes and level privileges will be re-instated. There may be some cases where a student is meeting the plan requirements and will be re-instated to their level and class privileges.
 - If the student does not work the plan or has a negative attitude, the teacher will notify the team members and another meeting will be called to establish a new, more restrictive plan.

2. Fighting/disorderly conduct

At this school, standing up to fight or standing up to yell at each other will be treated as a fight. We are very serious about school safety and student can be arrested for these offenses while at school or on the bus. If you are arrested at CACE, penalty is automatic level demotion.

3. Gang related clothing or activity

Wearing gang related clothing, safety pin in clothing, rolling up one pant leg or other gang type symbols, pants drooping to show underwear, writings or drawings related to gangs will be treated as first stage of a fight or violence. This included drawing gang symbols on notebooks, handbooks, school papers or any school property. NO NOTCHED eyebrows are allowed. Violation of these rules may result in a negative, loss of point, ISS or OSS.

4. Level Demotion:

A level demotion may occur when students have repeated violations, repeated ISS (recovery room), Unacceptable behavior, excessive absences, etc. Students will be demoted one level from their current level. The team of teachers will determine this demotion. Students must repeat level to which they were demoted.

Reasons for demotion:

- Repeated violations
- Repeated recovery room visits or ISS
- Unacceptable behavior in recovery room or ISS
- Out of school suspension OSS
- 3rd level suspension on same level
- Excessive absences, tardies, or early dismissals

5. Level suspension

Level suspension is when students stay on their current level but level privileges are suspended to LEVEL ONE privileges. Points earned while on level suspension do not count toward level. Students must earn minimum number of points for their level, for the suspension days to count THIS IS NOT A SUSPENSION FROM SCHOOL. The time period for a level suspension can be up to 5 days unless the student makes choices that result in the extension of the suspension period.

REASONS FOR LEVEL SUSPENSIONS (unless expressed elsewhere in handbook)

- Repeated violations
- ISS/RECOVERY ROOM or OSS
- Pattern of NOT making required percentage of points
- Consistent disrespect to others
- Any pattern or lack of effort to improve
- Sleeping
- Refusal to accept consequences
- Attendance
- Horseplay
- Property destruction
- Bus write-up

Levels:	1st offense	2nd offense	3rd offense
RE-entry and Level 1	3 days	restart	restart
Level 2	3 days	restart	demote
Level 3 and 4	6 days	restart	demote

6. SRO involvement

SRO involvement may be notified in an emergency or as needed. The decision to notify the SRO is sole responsibility of the administrator UNLESS administrator is out of the office, then the responsibility lies upon the lead teacher.

7. Suspensions/ISS/Recovery room

Recovery room/ISS room will be extended day for day should school be closed or student is absent. Students may be placed in recovery room/iss as a short "time-out" to pull it together for a short period of time. Any student caught skipping school will go to ISS the following day. Only after successful completion of recovery room/iss time will the student be allowed to return to class.

Levels	1st offense	2nd offense	3rd offense
Re-entry level 1	3 days	Restart	Restart
Level 2	3 days	Restart	Demote
Level 3 & 4	6 days	Restart	Demote

Recovery room/ISS/ or level suspension days do not count in point totals for consecutive days

Students sent to the recovery room/ISS are not demonstrating that they can follow the rules at CACE. Before returning to the classroom, each student must successfully follow recovery room rules (EVERYTIME they are assigned there) to show staff that he/she is ready to return to class and is capable of following classroom procedures.

RECOVERY ROOM/ISS RULES:

- THESE RULES MUST BE FOLLOWED TO GET OUT OF THE RECOVERY ROOM/ISS ROOM
 - MUST SUCCESSFULLY COMPLETE THE THINK SHEET
 - MUST ANSWER THINK SHEET OUTLINE QUESTIONS FOR THE INCIDENT AND SENDING TEACHER MUST APPROVE OF THE RESPONSE
 - MUST COMPLETE AND COPY RULES FROM THE CACE HANDBOOK/LEVEL SYSTEM AS NEEDED
 - MUST DO WORK GIVEN BY YOUR TEACHER FOR THAT DAY
 - NO TALKING
 - NO GETTING OUT OF YOUR SET UNLESS TOLD TO DO SO
 - NO SLEEPING OR GIVING THE APPEARANCE OF SLEEPING
 - MUST RAISE YOUR HAND TO SPEAK AND WAIT TO BE ACKNOWLEDGED BEFORE SPEAKING
 - NO DISRESPECT FOR THE ADULT IN CHARGE
 - MUST EARN A SCORE OF 72 ON YOUR POINT SHEET TO MAKE THE DAY, WHEN POINTS AND DAYS ARE MET, YOU THEN CAN RETURN TO YOUR CLASS (ISS ONLY)
 - MUST COPY THESE RULES ANYTIME IN THE RECOVERY ROOM/ISS ROOM
 - RECOVERY ROOM/ ISS IS A PRIVILEGE! THIS IS YOUR LAST CHANCE BEFORE OSS. STUDENTS ARE GIVEN 3 STRIKES THEN THEY ARE SUSPENDED. THEY MAY EARN STRIKES BY TALKING WHEN ASKED TO STOP, NOT WORKING, SLEEPING, BEING DISRESPECTFUL, ETC. NO EXCEPTIONS!
 - STUDENTS IN RECOVERY ROOM/ISS ARE ALLOWED RESTROOM BREAKS, JUST LIKE OTHER STUDENTS AS DETERMINED BY THE ADULT IN CHARGE
 - IF STUDENTS DO NOT COMPLETE THEIR ASSIGNED WORK THEY REMAIN IN RECOVERY ROOM/ISS THE NEXT SCHOOL DAY. IF THEY REFUSE TO COMPLETE WORK FOR MORE THAN 2 DAYS THEY WILL GET OSS IMMEDIATELY.
 - LEVELS AND POINTS ARE ACCUMULATED, OR TAKEN AWAY, IN RECOVERY ROOM/ISS ROOM JUST LIKE ANY OTHER CLASSROOM
 - IF STUDENTS NEED HELP FROM A SPECIFIC TEACHER, THAT TEACHER WILL BE ASKED ONLY DURING THEIR PLAN TIME IF THEY ARE AVAILABLE TO HELP
- THESE RULES MUST BE FOLLOWED. IF NOT, IT CAN AND WILL RESULT IN LOSS OF POINTS AND LOSS OF THE DAY. Any loss of points for the day will result in more time in ISS.

8. Suspension/oss

- Automatic level demotion upon return to school
- All students level 2 or higher will be demoted one level after returning from OSS, level 1 and re-entry student will have to re-start their level
- OSS will be extended day-for-day should school be closed due to weather conditions
- Length of suspension will be determined by school authorities and will reflect the offense committed
- A suspended student may not loiter or appear on any school property or any school sponsored activity.

CACE HANDBOOK SIGNATURE PAGE:

I (parent/guardian) _____ have read and I understand the policies and rules stated in this handbook. Our family has received a personal copy of the handbook and I agree that my child will abide by the rules and other information contained within the handbook.

Parent/guardian signature

Date

I (student) _____ have read and I understand the policies and rules as stated in this handbook. Our family has received a personal copy of this handbook and I agree to follow the rules and other information contained within the handbook.

Student Signature

Date

I understand that if my child destroys school property, bus property or school books, I am responsible for paying for the damaged or lost items.

Parent/guardian signature

Date

I understand that bus transportation is a privilege, and if my child violates the bus rules or other school rules while being transported back and forth from school, that my child may lose all bus riding privileges.

Parent/guardian

Date