

# CESA 7 HIGH SCHOOL

217 N. Madison Street  
Green Bay, WI 54301  
(920) 436-0500

*Student Handbook*  
*2010-11 School Year*



### ***Support Service***

- Provide one-on-one academic services
- Maintain strong partnerships with student's home high school

### ***Unique Students***

- Recognize and capitalize on every student's strengths
- Individualize each student's academic plan

### ***Career Development***

- Develop solid school-to-work skills
- Aid students with vocational and post-secondary choices

### ***Curriculum Diversified***

- Combine written assignments and computer-delivered activities
- Non-traditional non-lecture format allows students to work at own pace

### ***Educational Opportunity***

- Unique chance to earn a high school diploma
- Mastery learning concept to promote student growth

### ***Self-Enrichment***

- Students strive to meet and exceed high academic standards
- Self-esteem is increased as students work toward success

### ***Safe Environment***

- Physical and emotional safety promotes desire to attend and achieve

# Table of Contents

Program Description.....	Page 4
Admission/Enrollment.....	Pages 5
General Information.....	Pages 6
Earning Credits.....	Pages 7
Attendance Policies.....	Pages 8
Disciplinary Actions.....	Pages 9
Classroom Expectations.....	Pages 10-12
Work Experience.....	Pages 13-14
Dismissal.....	Page 15
Enrollment Agreement.....	Page 16
Contacts.....	Page 17

## I. PROGRAM DESCRIPTION

The Cooperative Educational Service Agency (CESA) #7 High School is a unique educational opportunity that offers at-risk students a window of opportunity to graduate. Designed for juniors and seniors, it is based on the premise that students will alter their behavior and academic effort if they are provided with an appropriate alternative. These students may benefit from a more personalized program and curriculum than they could receive in a traditional program. Students are offered an individualized program and participate in a condensed school day. Our mission is to develop the basic skills of each student by providing them with a prescriptive, individualized curriculum that increases their opportunity to experience academic success.

The CESA #7 High School is licensed through the Department of Public Instruction and has incorporated elements from several established alternative programs. Since our first semester in February of 1996, 586 students have successfully completed their graduation requirements through this program. This program employs licensed teachers and maintains a low student/teacher ratio. The major emphasis is a strong concentration on competencies in the basic skills area. The program also includes a career exploration and work experience component monitored by an employment consultant.

Each student is provided with an opportunity to meet the graduation requirements of his/her home high school, and therefore, graduates with a diploma from his/her home high school. Along with developing student's basic skills, the program builds self-esteem and encourages responsibility. Students are required to achieve 90% mastery of material and maintain a 90% attendance rate. We provide students with an alternative to the traditional classroom in an effort to develop their skills and fulfill requirements for graduation.

Our program seeks to expand the classroom walls to include the community. Therefore, all students are involved in work and/or community service experiences. The CESA #7 High School provides services through an onsite employment consultant who supervises the work experience program. Combining school and work helps students draw connections between the academics being taught and the practical application of those skills in the world beyond school.



### III. GENERAL INFORMATION

1. **Transportation.** It is the responsibility of the student to arrange and maintain transportation to and from the CESA #7 High School site. The school parking lot is reserved for faculty. Students are not allowed to park there, and they must make appropriate arrangements for parking.
  2. **Visitors.** Unenrolled student visitors are not allowed in classes or on the campus during the school day. Parents, guardians, and visiting school personnel are always welcome, but are asked to call ahead.
  3. **Phones.** Public telephones are not available to students at the CESA #7 High School. The school's phone may be used in cases of emergency or necessity.
    - ◆ Students are allowed to use the phone at the cost of a quarter.
    - ◆ Access to the phone will be allowed before and after class only.
  4. **Storage.** No backpacks or jackets will be allowed in the classroom, due to the limited amount of space available. There are coat racks in the hallway to store these items.
  5. **Restrooms.** Students will be allowed to use the bathroom facilities and/or use the drinking fountain only one time during each session.
    - ◆ Students must sign in and out of the classroom, and only one student may be gone at a time.
    - ◆ Students with medical documentation will be allowed to use the facilities more than once per session.
    - ◆ Students will not be able to sign out the first or last 15 minutes of class.Abuse of this privilege will be dealt with on an individual basis.
  6. **Weather Closings.** The CESA #7 High School will follow the Green Bay School District for weather closings. Students are advised to watch/listen to local television and/or radio stations for school closings during inclement weather.
    - ◆ If Green Bay schools close or dismiss early, the CESA #7 High School will do the same.
    - ◆ If school is delayed, it only affects the first session for the delayed amount of time. All other sessions are to report at their regularly scheduled time.
  7. **School Calendar.** The CESA #7 High School annual calendar parallels the Green Bay School System calendar, with minor changes. Students will report at the following times when a modified day is scheduled:
    - Session 1: 7:00 a.m. - 8:15 a.m.
    - Session 2: 8:30 a.m. - 9:45 a.m.
    - Session 3: 10:00 a.m. - 11:15 a.m.
    - Session 4: No class
- NOTE: If a student attends classes at his/her home high school during their modified session time, they need to make other arrangements with a staff member prior to the modified day. Students who choose not to attend the modified day will be considered unexcused and will lose 3 hours of class time.
8. **Support Services & Home School Activities**
    - ◆ Students may receive supportive services from their home high school. If a guidance counselor, school social worker, and/or psychologist is needed, the CESA #7 staff will notify the student's home high school.
    - ◆ Students enrolled in the CESA #7 High School are eligible to participate in home school sponsored activities such as sports, clubs, or dances as long as they are in good standing at CESA #7 High School. All students are eligible to participate in graduation ceremonies upon completion of their graduation requirements.
  9. **Physical Education.** Physical Education class is offered for those students who need to earn credit in that area. It is not offered as an elective.
    - ◆ The Physical Education course is held at a local fitness center. Students who participate in this class are required to pay for a 3 month membership to that center.
    - ◆ Failure to complete the requirements of the class will not result in a refund of the membership fee.
    - ◆ Students may choose to take Physical Education through their home high school instead of through this school.

## IV. EARNING CREDITS

1. **Potential:** The maximum number of credits a student can earn per semester is five academic credits and one work credit for a total of **six credits per semester**. All credits successfully completed at the CESA #7 High School are recommended to the home school and placed on the student's transcript there. The CESA #7 High School recommends credits; the home high school awards them.
2. **Class Structure:**
  - ◆ All half-credit classes are organized into four units. One unit is assigned on each program.
  - ◆ A student must complete all 4 units satisfactorily in order to earn credit.
  - ◆ To earn 5.0 academic credits in a semester, a student must complete 2.5 credits on Programs 1-4, and 2.5 credits on Programs 5-8.
  - ◆ If a student does not complete 4 programs of a class, no credit will be earned for that class and the course must be retaken in its entirety the following semester.
  - ◆ **Pass/Fail System:** Letter grades are not awarded; instead, students are evaluated on a pass/fail system. Credits earned at the CESA 7 High School do not change the student's GPA at his/her home school.
3. **Daily Work Expectations:**
  - ◆ Student's work habits are observed daily. Students are required to demonstrate at least a 90% mastery of all material before moving to the next program.
    - ◇ Daily assignments must be complete to 100% accuracy, as they are the materials the student uses to study for unit tests. Assignments at less than 100% must be corrected and resubmitted to the teachers for correcting.
    - ◇ Tests must be completed in the following manner:
      - ◇ If a student scores 90% or better, s/he has passed the test and completed the unit.
      - ◇ If a student scores 70% to 89%, s/he must make corrections to the incorrect answers on the test.
      - ◇ If a student scores 69% or lower, s/he must study the materials further and retake the test.
  - ◆ **Unexcused Class Time** - All students are expected to complete 4 assignments (5 in Session 4) every day. If a student does not accomplish this, he/she will be given one of the following options in order to avoid receiving unexcused class time:
    - a. Staying into the following session to finish the last assignments required.
    - b. Returning some time the same day to complete the final assignments.
    - c. Completing extra work the following day during his/her session.

**If the student does not complete adequate work, the previous day will be recorded as 3 hours (4 hours in Session 4) of unexcused class time.**
4. Progress reports stating student's current status and suggestions for improvement are issued to the home school, the parent, and the student at the six and twelve week point each semester.
5. **Report Cards:** At the conclusion of the semester, the staff works as a committee to carefully review each student's progress in all subject areas. At this point, credit recommendations are determined. Credit recommendations are reported to the home high school where credit is appropriately awarded.
6. **Standards for awarding credit:**
  - a. **Program Completion:** Students must have completed at least 4 programs satisfactorily to earn academic credit.
  - b. **Attendance:** Students are required to maintain a 90% attendance level or better. If a student's percentage is below 90% at the end of the semester, it negatively impacts the credits he/she earns.
    - ◆ If a student is below 90% at the end of the semester, he/she will forfeit a 1/2 credit.
    - ◆ If a student is below 80%, he/she will forfeit 1 full credit.
  - c. **Behavior:** Accumulation of behavior referrals and/or suspensions will result in forfeiture of credit.
    - ◆ 3 behavior referrals OR 1 suspension = forfeiture of 1/2 credit
    - ◆ 5 behavior referrals OR 2 suspensions = forfeiture of 1 full credit and termination
  - d. **Work Experience** - a maximum of 1 credit per semester can be earned in this area. Students can record work hours, community service hours, or a combination of the two.
    - ◆ 180 documented hours in a semester = 1/2 credit.
    - ◆ 360 documented hours in a semester = 1 credit.

## V. ATTENDANCE

1. Policy: Attendance must be maintained at or above 90% in order for the student to be successful and to continue enrollment in the program.
2. Types of Absences:
  - a. Excused Absences: If an absence is excused, the time missed can be made up to improve the student's attendance percentage. Only parents or persons identified as guardians can call in for that student.
    - ◆ Illness: If a student is ill, his/her parent must call the CESA #7 High School (436-0500) prior to the start of the class session.
      - ◇ If no parental contact is made the day of the illness, the absence will only be excused if a phone call is received within 48 hours from the start of the student's session.
      - ◇ Failure to call within this time frame will result in the student's absence being counted as unexcused.
    - ◆ Prearranged Absences – Appointments. The student must notify a staff member at least one day prior to the appointment.
      - ◇ He/She must also provide official documentation from the office visited within a 48 hour period from the start of the student's session.
      - ◇ Failure to bring in proper verification will result in the absence being recorded as unexcused.
    - ◆ Prearranged Absences – Vacations. The student must fill out a prearranged absence form and submit it to the director at least 10 days prior to a vacation of any length.
      - ◇ All time to be missed will be written into a contract for the student because all hours must be made up BEFORE the student leaves for vacation.
      - ◇ Any hours not made up according to the contract will result in unexcused days for each day missed.
    - ◆ Other Situations. The school's director will evaluate family emergencies and other reasons given for missing school.
  - b. Unexcused Absences - Students will not be allowed to make up time lost due to unexcused absences.
    - ◆ If there is not a valid reason for a student's absence, that absence will be unexcused.
    - ◆ Oversleeping, unreliable transportation, or getting called in to work are not valid reasons for missing school.
3. Tardies - Students are expected to be seated and working promptly at the start of their session. Tardies are dealt with in the following manner:
  - a. 1-15 minutes late -- Counts as 15 minutes of unexcused time, and student is allowed to remain in class.
  - b. 16 or more minutes late – Attendance does not count, but student can stay to work on assignments.
  - c. Students who are tardy more than 5 times in a semester will lose the 15 minute buffer described in letter (a). They must be in class on time or their attendance for that day will not count.
4. Making Up Time. Students may make up excused class time by coming in for additional class sessions.
  - ◆ The student must arrange the make up date and time with a staff member. Students can make up time in 15 minute increments. They are not required to make up an entire session at the same time.
  - ◆ Due to classroom size, no more than two students will be allowed to make up time per class session unless approved by a staff member in advance.
  - ◆ When attending make up time, the student must check in and out with a teacher so that the time is appropriately recorded. If the student does not sign in and out, the time will not count.
  - ◆ If make up time is full, students can call in to see if there is a seat available.
  - ◆ Students must cancel scheduled make up time in advance if they are unable to attend. This makes the spot available for other students.
  - ◆ The student who habitually does not cancel his/her make up time will not be allowed to sign up for time in that session until the start of a new semester.
5. Probation due to Low Attendance. A student is given 15 days to establish his/her attendance. Any time after that point, if a student's attendance falls below 90%, the following consequences will be enforced:
  - a. First Offense: Student is placed on probation and given a reasonable time frame to meet the written contract to increase his/her attendance percentage to 90% or above. This contract will be sent to the parent(s)/guardian(s) and the school liaison.
    - ◆ If successful, the student will be taken off probation.
    - ◆ If the student does not fulfill the contract, the parent(s) or guardian(s) will be notified and a conference will be scheduled to discuss the student's continued enrollment. The student will then be placed on final contract.
  - b. Final Offense: If a student falls below 90% a second time or breaks a first contract, he/she will be placed on final contract.
    - ◆ A parent conference will be held, so that all expectations can be explained.
    - ◆ This contract will outline strict guidelines that the student must follow to remain enrolled.
    - ◆ Any deviation from this contract will result in termination.
6. Prolonged periods of absence (5 school days) without any contact from the student or parents will result in the student's dismissal from the program.

## VI. DISCIPLINARY ACTIONS

1. Behavior Referrals:
  - ◆ Behavior referrals are earned by noncompliance with basic classroom rules and expectations.
  - ◆ When a behavior referral is issued, a report is filled out and discussed with the student. The student signs the report, confirming that he/she has read it.
  - ◆ Copies of the report are sent to the student's home high school and his/her parents/guardians.
  - ◆ If a student earns 2 behavior referrals in a semester, he/she must arrange and attend a meeting involving the school's director and the student's parent/guardian.
  - ◆ If a student earns 3 behavior referrals in a semester, he/she will forfeit 1/2 credit.
  - ◆ If a student earns 5 behavior referrals in a semester, he/she will forfeit a full credit and will be dismissed from the program.
  
2. Suspensions:
  - ◆ Suspensions are given out for the most serious behavior offenses, or repeated offenses of the same expectation.
  - ◆ When a suspension is issued, a report is filled out and discussed with the student. The student signs the report, confirming that he/she has read it.
  - ◆ The student's home school and parents/guardians will be notified and informed of the reason, when it will begin, and how long it will last.
  - ◆ Suspensions may be in-school or out-of-school, depending on the offense. Final decision is left to the school's director.
    - ◇ In-school suspensions are served by attending the student's normal session, but the hours attended are unexcused. If a student chooses not to attend, the days missed will be unexcused, and the suspension will begin when the student begins attending.
    - ◇ An out-of-school suspension means that the student will not be allowed to attend, and the time missed is unexcused.
  - ◆ Following a suspension, the student will not be readmitted into the program until appropriate arrangements have been made. It is the responsibility of the student to contact the CESA #7 High School and schedule an appointment to review the enrollment agreement prior to being allowed back in the program. **Any additional time missed while the student is scheduling this meeting will also be unexcused.**
  - ◆ If a student earns 1 suspension in a semester, he/she will forfeit 1/2 credit and a parental meeting will be called.
  - ◆ If a student earns 2 suspensions in a semester, he/she will forfeit a full credit and will be terminated from the program.
  
4. In addition to the consequences stated here, all policies at the student's home high school are also applicable and will be enforced.
  
5. Based on the seriousness of the offense, a student can be dismissed from the program after a thorough investigation by the school's director.

## VII. CLASSROOM EXPECTATIONS & CONSEQUENCES

1. Discipline: In order to guarantee an effective learning climate, the CESA #7 High School uses an assertive discipline approach.
2. Definitions and Consequences:
  - a. **Inappropriate Use of Class Time:** Includes, but is not limited to: socializing during class; writing, passing, or reading notes; exchanging CD's; doodling or drawing on assignments or folders; and any other non-academic activities.  
**Consequences:**
    - First offense – Verbal warning
    - Second offense – Behavior referral
    - Third and subsequent offenses – Behavior referral, parental meeting, and potential dismissal from program
  - b. **Sleeping:** Students are expected to be alert and on task during their time in school. Neither sleeping nor appearing to be asleep will be tolerated.  
**Consequences:**
    - First offense – Verbal warning
    - Second offense – Student is sent home and entire day is unexcused
    - Third and subsequent offenses – Behavior referral and student is sent home with the entire day marked as unexcused
  - c. **Verbal Abuse/Disruptive Behavior/Insubordination:** Courteous behavior is expected. Students will respect the rights of other students and staff. Inappropriate behavior includes but is not limited to:
    - ◆ Obscene language and gestures
    - ◆ Behavior or language that disrupts teaching and learning
    - ◆ Loud outbursts and tantrums
    - ◆ Deliberate disobedience of staff or expectations**Consequences:**
    - First offense – Behavior referral
    - Second offense – 2-day suspension
    - Third offense – Dismissal
  - d. **Handing in Assignments:** Students are expected to turn in assignments as they are completed in class. It is not appropriate to:
    - ◆ wait until the end of their session to turn in finished assignments.
    - ◆ to hold completed assignments in their folders to be turned in on another day.
    - ◆ turn in numerous assignments at the same time**Consequences:**
    - First offense – Verbal warning
    - Second and subsequent offenses – Behavior referral
  - e. **Calculator Use:** Students will not be able to use a calculator if they are in any math course lower than Algebra A. This includes use of Excel spreadsheets, PLATO calculators, cell phones, and Internet calculators.  
**Consequences:**
    - First offense – Verbal warning
    - Second offense – Behavior referral
    - Third and subsequent offenses – Behavior referral, parental meeting, and potential dismissal from program
  - f. **Dishonesty:** Dishonesty includes, but is not limited to:
    - ◆ Cheating on daily classroom work, quizzes, tests, papers; taking assignments out of the classroom, or stealing material from other students or teachers.
    - ◆ Falsifying any documents pertaining to the work component or forgery of signatures on any document.
    - ◆ Having someone call in and pretend to be a parent/guardian.**Consequences:**
    - First offense – Behavior referral
    - Second and subsequent offenses – 2-day suspension
  - g. **Plagiarism:** Copying any material from a source is considered plagiarism. All written reports and short essay assignments must be in the student's own words.  
**Consequences: For all plagiarism offenses, the student will be required to completely redo the plagiarized assignment.**
    - First offense – Verbal warning
    - Second offense – Behavior referral
    - Third and subsequent offenses – 1 day in-school suspension
  - h. **Food & Beverages:** No food or beverages will be allowed in the classroom. Students must not leave partially finished beverages anywhere in the building, and should properly dispose of all recyclables and trash. Students are not allowed to use the soda machine during class.

**Consequences:**

First offense – Verbal warning

Second and subsequent offenses – Behavior referral

- i. **Cell Phones:** Portable phones are a disruption in class and will not be allowed in school, in accordance with WI statute 118.258. If a student's phone rings or vibrates in class, or if a student is observed using a cell phone during his/her class time:

**Consequences:**

First offense – Verbal warning

Second and subsequent offenses – Behavior referral and student must relinquish phone daily to a staff member or prove it is not in his/her possession for the rest of the semester

- j. **Dress Code:** Appropriate clothing is to be worn to school.

- ◆ No advertisement of cigarettes, alcohol or other drugs.
- ◆ No clothing with sexual references, or offensive slogans or icons.
- ◆ No clothing which is inappropriately revealing (ex. halter tops, spaghetti straps, mini-skirts, or bare midriffs).
- ◆ No clothing which reveals student's undergarments.
- ◆ Baseball caps are not permitted. Students who wear hooded sweatshirts cannot wear the hood up during class.
- ◆ Teachers may use their discretion in determining the appropriateness of clothing.

**Consequences:**

First offense – Verbal warning and inappropriate item must be removed or covered

Second and subsequent offenses – Behavior referral and student will be sent home with the entire day marked as unexcused

- k. **Music Policy:** Students are permitted to listen to music in the classroom; however, the student must abide by the following rules:

- ◆ Play music at a volume that can't be heard by others.
- ◆ Students may only listen to CD's they have brought in or music on a portable MP3 player. Students cannot listen to music on their cell phones.
- ◆ Students must not change the settings on the CD Player Deluxe or type in the titles of songs.
  
- ◆ Students cannot download their CD's onto the computer's hard drive.
- ◆ Music selections must be appropriate for a school setting.
- ◆ Student must be on task while listening to music.

**Consequences:**

First offense – Verbal warning

Second offense – Loss of music privilege (remainder of the day)

Third offense – Loss of music privilege (remainder of the semester)

**If a student chooses to listen to music after s/he has lost the privilege, it will be considered insubordination, letter c, page 16.**

- l. **Smoking:** Smoking or use of any tobacco products is not permitted on school grounds or at school-sponsored activities. This includes carrying unlit cigarettes or other tobacco related paraphernalia onto school grounds. School grounds are defined as the school building, and the entire city block it is located on, out to the curb.

**Consequences:**

First offense – Behavior referral

Second and subsequent offenses – 2-day suspension

If any tobacco products are in plain sight of a teacher, the student will receive one verbal warning. Subsequent offenses will result in a behavior referral and confiscation of paraphernalia.

- m. **Misuse/Theft/Vandalism of School or Personal Property:** Students are expected to respect and take care of the materials given to them to use, including the school property and environment. Vandalism includes any damage or graffiti to the computers, desks, text books, binders, bathroom walls, and any other school or church property.

**Consequences:**

First offense – 2-day suspension

Second offense – Dismissal

Additionally, the student will be required to pay for the repair or replacement of the property. The credits the student has earned will be held until all the damages are paid in full or the matter is resolved.

- n. **Technology Policy:** Classroom computers are to be used only to access academic software, the PLATO system, and for research related to class work. Students are also allowed to listen to music CD's on the computer.

Prohibited activities include, but are not limited to:

- ◆ Visiting websites that are not related to assigned coursework.
- ◆ Cyberbullying or accessing any social networking sites.
- ◆ Modifying existing settings on any workstation.

- ◆ Listening to Internet radio stations.
- ◆ Using the network to send broadcast messages, visit chat rooms, instant messaging, or send or receive hot mail, i.e., use the school's Internet connections to establish personal electronic mail (e-mail) accounts or access home e-mail accounts.
- ◆ Using or viewing harmful, vulgar, or profane content.
- ◆ Loading or downloading any software onto the network or workstations.
- ◆ Using an account assigned to another user with or without permission.
- ◆ Using a network, or assisting another, for any illegal activity including violation of copyright or other laws.
- ◆ Using the network to create and/or distribute a computer virus.
- ◆ Using resources in an unauthorized manner that lowers system performance or capacity (unnecessary storage of graphic files, playing games, or excessive printer use, etc.)
- ◆ Violating the privacy of other individuals by accessing their files.
- ◆ Gaining unauthorized access, or attempting to gain unauthorized access, to resources, storage devices, or entities (hard drives, remote locations, servers, etc.)
- ◆ Destroying, tampering, or damaging hardware, software, and electronic data.

**Consequences:**

- First offense – Behavior referral
- Second offense – 2-day suspension
- Third offense – Dismissal

**o. Drug or Alcohol Usage:**

- ◆ Students will not sell, possess, use or be under the influence of alcoholic beverages or illegal or unauthorized controlled substances during the school day or at school activities.
- ◆ Drug paraphernalia is not permitted on the school grounds.
- ◆ References to alcohol or drugs, either verbally or visually, are not permitted. Teachers have the discretion to give the student a verbal warning for a first offense; otherwise, the student will receive a behavior referral.
- ◆ CESA #7 High School staff reserves the right to randomly check student's property if drug or alcohol usage is suspected.
- ◆ If a student is suspected of being under the influence, the staff will take the following actions:
  - ◇ Green Bay police will be contacted to administer a field sobriety test.
  - ◇ Parents will be notified that there is a potential issue, and will be asked to come to school.
  - ◇ If a test or search is positive, the consequences listed below will be enforced.
  - ◇ If a test or search is inconclusive, but law enforcement concurs with the observations of the staff, the student will be sent home and the day will be considered unexcused.

**Consequences:**

- First offense – 3-day suspension
- Second offense – Dismissal

**p. Physical Abuse/Threatening Behavior:** This includes, but is not limited to, all acts which Wisconsin Statutes define as crimes such as defamation, disorderly conduct, deliberate disobedience, hazing, severe verbal intimidation, etc. No physical abuse, threat, or intimidation of peers or staff will be tolerated.

**Consequences:**

- First offense – 3-day suspension and parental meeting to include home high school liaison
- Second offense – Dismissal

**q. Fighting:** Fighting is prohibited on or near school grounds.

**Consequences:**

- First offense – 3-day suspension and parental meeting to include home high school liaison
- Second offense – Dismissal

**r. Weapons:** Weapons of any kind are not allowed on the school premises. Weapons include, but are not limited to, guns, knives, razor blades, brass knuckles, and chains.

**Consequences:**

- First offense – 3-day suspension and parental meeting to include home high school liaison
- Second offense – Dismissal

**s. Gang Activity:** Gang related behavior will not be tolerated at the CESA #7 High School. Any clothing, jewelry, gestures (gang handshakes, overt hand signs, etc.) which the CESA #7 High School staff suspects as gang related will not be tolerated.

**Consequences:**

- First offense – 3-day suspension and parental meeting to include home high school liaison
- Second offense – Dismissal

## VIII. WORK EXPERIENCE

1. Work experience is a required component of the CESA #7 High School program. The goal of the work experience program is to develop employability skills such as punctuality, working well with others, communicating effectively, problem solving, and creative thinking. Students are required to work or volunteer a minimum of 10 hours per week or 20 hours in a two week period. Failure to record hours will result in a return to an "unemployed status."
2. Procedures for Employed or Volunteering Students:
  - a. Students are required to submit supervisor's name, address, and phone number, so that the employment consultant can monitor the student's work habits.
  - b. Turning in Work Hours: All students must verify work hours with a valid payroll check stub. **No jobs worked for cash can be accepted.**
    - ◆ In order to receive proper credit for work, students must submit their hours by the 15th of the following month. For example, if a student worked hours in September, he/she must submit those hours by the 15th of October.
    - ◆ Work hours will be accepted after the 15th; however, the penalty for turning them in late will be a loss of 1/2 of the hours on those pay stubs.
  - c. Itemizing Pay Stubs: For all jobs, school attendance is a condition for obtaining credit. If a student does not attend school on a given day, but does report to work on that day, those hours will not count toward credit. Students who have been absent from school during a given pay period will be required to itemize all hours on that pay stub.
3. Termination of Employment: Students must notify the employment consultant of any voluntary or involuntary termination of employment within 3 days of the last day worked. **Failure to do so will be considered a violation of the Dishonesty policy (pg. 17, letter f). Also, the student will make up all requirements from the last date of employment.**
  - a. If a student quits an employer without a 2 week notice, all hours recorded from that employer will be lost for the semester.
  - b. If a student stops attending work, he/she will lose all his/her accumulated hours. If a student is fired, accumulated hours may potentially be forfeited if term warrants (ie. stealing, physical abuse).
  - c. Final discretion is left to the director of the school.
4. Falsifying hours/Lying about Employment: If a student falsifies hours in any manner or lies about being employed, this is considered dishonesty. See consequences on page 17, section f.
5. Procedures for Unemployed Students.
  - a. Weekly Requirements:

	Requirements	Day and Time Due
Week 1	2 job application verifications	The first Thursday after initial meeting with employment consultant, at the start of the student's session
Week 2	2 job applications and 4 hours of community service	Every subsequent Thursday at the start of the student's session
Week 3 and each additional week until a job start	2 job applications and 8 hours of community service	<b><i>Note: If I am absent for any reason on a due date, proof that the requirements were completed on time must be delivered to the school by the next school day.</i></b>

- b. Applications:
  - ◆ Must be submitted every week, with verification forms turned in following the schedule above.
  - ◆ Only one on-line application is allowed per week. To verify an on-line application:
    - ◇ On a personal computer, print out the final verification screen from the employer and attach it to the application verification form.
    - ◇ At an application kiosk on the premises, have a customer service representative from business sign the application verification form.
- c. Community Service:
  - ◆ After one week of unemployment, the student must **also** complete community service, following the schedule listed in the chart. **Community service hours must be completed at a non-profit organization from the school's approved list.**

d. Non-Compliance: Non-compliance includes, but is not limited to:

- ◆ Not completing all of the requirements for a week
- ◆ Falsifying information on documentation which is turned in
- ◆ Not turning in appropriate documentation on time.

e. Consequences:

**In all cases of non-compliance, completion of overdue requirements will still be the student's responsibility.**

- ◆ **First occurrence:** A written warning will be issued, and a plan will be created for completing overdue requirements
- ◆ **Second occurrence:** The student must schedule a parent meeting and cannot return to school until that meeting is scheduled. The purpose of that meeting will be to plan a schedule for completing all overdue requirements and for discussing continued enrollment in the program.
- ◆ **Third occurrence:** The student will be dismissed from the program and will need to return to his/her home high school to complete his/her secondary education.

f. A student will be considered employed when he/she has started a job, which means he/she has been placed on payroll and has worked for a minimum of 1 hour. At that point, he/she will no longer have to complete weekly job applications or community service.

## IX. DISMISSAL PROCEDURES

1. Policy. Consistent violation of school rules and/or noncompliance with the enrollment agreement signed during the student intake process will be considered grounds for dismissal. Student dismissal can be initiated by the CESA #7 High School or the home school district. Students may also voluntarily withdraw from the program. Students who withdraw or are dismissed are no longer eligible to reenroll in the program.
2. Dismissal Initiated by the Home High School. The home high school may dismiss a student from the program if they believe the student is not making satisfactory progress in the program.
  - a. When a school decides to dismiss a student from the program, they must inform the parents and the CESA #7 High School staff of this decision in writing.
  - b. Preble, East, and West students can be dismissed for not earning sufficient credits in a semester.
3. Dismissal Initiated by the CESA #7 High School. These offenses will result in termination:
  - ◆ Breaking final attendance contract
  - ◆ Earning 5 behavior referrals
  - ◆ Earning 2 suspensions
  - ◆ Non-compliance with employment component
4. The CESA #7 High School Director must submit a letter of dismissal to the parents/guardians and the home school liaison. This letter should include information regarding the reason for the dismissal, information about any significant incidents which have occurred and any past interventions.
5. If the staff feels the student's academic needs could be better served in a different environment, the student will be referred back to his/her home high school. Both schools will work with parents and the student to find the best placement for that student so that academic success can be attained.

# CESA 7 High School Enrollment Agreement

## Attendance (pgs. 11-13)

- ◇ I must maintain a minimum of 90% attendance during my enrollment here. Excused absences must be made up in order to improve my percentage.
- ◇ I can lose academic credit if my attendance is below 90% at the end of a semester.
- ◇ I can be dismissed from the program for ongoing attendance problems.

## Academic Progress (pgs. 9 & 10)

- ◇ I must complete all coursework at a minimum of 90% proficiency.
- ◇ I must complete 4 programs in order to earn credit for the courses I am taking.
- ◇ I must complete a minimum of 4 assignments daily (5 in Session 4) to stay in good standing. This does not guarantee maximum credit earnings, but it will show steady academic progress.

## Behavior (pgs. 16-22)

- ◇ I must act with respect at all times toward staff and fellow students.
- ◇ I must follow all classroom rules, as spelled out in the student handbook.
- ◇ I must be productive and non-disruptive while working in the classroom.

## Employment (pgs. 23-25)

- ◇ I must be employed and working a minimum of 10 hours per week to be in good standing.
- ◇ If I am unemployed, I must be actively seeking employment and completing community service on a weekly basis. Non-compliance is grounds for dismissal.

I have received a copy of the student handbook. I understand and agree to abide by the standards and expectations that the school has established. I further understand that non-compliance with those standards can result in significant consequences or dismissal from the program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I have reviewed a copy of the student handbook, and I understand and agree to support the standards that the school has established.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## SCHOOL LIAISON CONTACTS

<b>School</b>	<b>Contact</b>	<b>Phone #</b>
East High School	Heather Seaborn	448-2244
Preble High School	Sandy Tree	391-2529
Southwest High School	Beth Challe	492-2718
West High School	Jim Kampa	492-2600
Wrightstown	Mike Olson	532-0525 Ext. 6108

## CESA 7 HIGH SCHOOL STAFF

Director.....Kim Hoffmann

Teachers:.....Amy Daul  
Ned Mandek  
Bailey Morse  
Jennifer Parins

Employment Consultant.....Nancy Collins