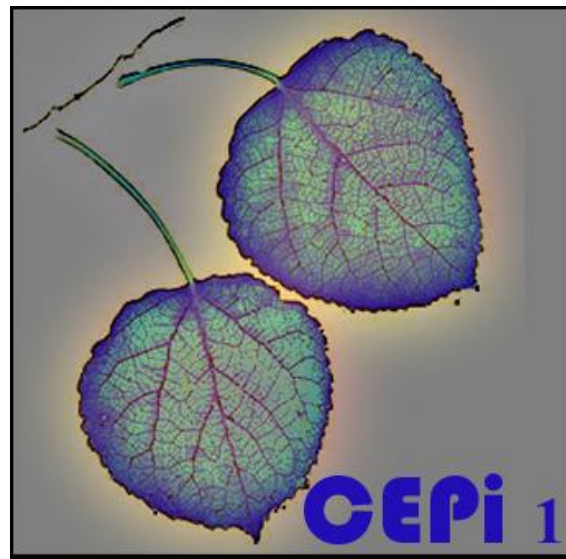


Student Handbook



Creative Education Preparatory institute #1

Revised July 2007
Revised July 2008

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GENERAL SCHOOL INFORMATION

Creative Education Preparatory institute's Vision Statement

The Institute will build on family and student strengths to increase student success in their school experience and increase student success in their future.

Creative Education Preparatory institute's Mission Statement

Creative Education Preparatory institute's mission is to engage students and their families in learning experiences directed at gaining academic and social skills necessary for personal, social and career success.

Students, family and community will view this school as one founded in community and family values offering societal and career relevant education utilizing technology, community and family resources and innovative creative learning. Service learning in the community linked to careers and mentorship will be a core part of the curricula.

Success will be judged using a continuous improvement process within the Baldrige Framework for Education as well as standardized tests mandated by the NM State Department of Education.

School Founders, 2003

Tina Patel

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School Administration

Thomas Crespin, Program Director

Tina Patel, Operations Coordinator

Creative Education Preparatory Institute #1 Academic Program

The academic program at Creative Education Preparatory institute #1 is unique in that it provides an opportunity for non-traditional students to earn a high school diploma in an inclusive learning environment that utilizes computer aided instruction as its primary delivery instruction mode. This enables students to enroll in classes and complete them at their own pace. Students who struggle with academic skills are served in a low PTR setting by highly qualified teachers in each subject area. Core subjects are offered primarily through Nova Net, Plato, and A+, programs which are New Mexico standards based. Electives include access to the Smart lab, a high tech environment enabling students to use critical thinking skills to develop video and power-point presentations, to engage in robotics, and to complete challenging projects.

CEPi's counseling program offers students opportunities to receive assistance with academic and personal aspects of their lives in a low counselor student ratio. Parent engagement is encouraged in every facet of student activity at CEPi.

Students with disabilities are attracted to CEPi's academic program because it is fully inclusive. The special education staff continually works to help them remain in the least restrictive environment all students attend. CEPi's remedial reading program utilizes *Read Naturally* to help students in the lowest quartiles on the MAP assessment improve their reading skills. In addition, students are taught to transfer skills learned in the class to their computer aided instruction activities and to their offline activities.

Core area subjects taught through computer aided instruction are supplemented by off-line assignments and project learning. The focus areas are on the acquisition and application of new knowledge, followed by a technology based presentation to demonstrate critical thinking.

All in all, students who attend CEPi are able to meet their goals in a non-traditional setting aimed at helping them use their interests and strength areas to earn a high school diploma and enter college.

Cross Reference of Coursework in NovaNet, Plato, and A+

	NovaNet				Plato			A+	
Course	Co-requisites	# off-line assignments	Total Modules	Total Lessons	Co-requisites	Total Units	Total Lessons		Total Lessons
Pre-Alg A			11	74		4	23		34
Pre-Alg B			13	89			68		
Alg 1A			11	74		5	43		47
Alg IB			13	89		4	48		51
Alg IIA			9	29		9	88		44
Algebra IIB			12	40		6	88		33
Geom A			14	52		8	59		32
Geom B			11	42		7	33		
Eng IA			6	28					
	Basic reading skills		1-8	36	Essential Reading Skills				
	Off-line packets	3							
	Review Test		1	1					
Eng IB			5	24	Fund Reading Strat				
	Basic Reading Skills		9-15	28					
	Off-line packets	3							
	Review Test		1	1					
Eng IIA			5	21					
	Reading A		8	34	Reading 1				
	Off-line packets	3							
	Review Test		1	1					
Eng IIB			5	21					
	Reading B		2	8	Reading 2				
	Off-line packets	3							
	Review Test	1	1						
Eng IIIA		5	25						
	Inf Comp Reading Skills		4	8	Reading for info/w. assessments				
	Off-line packets	3							
	Review Test		1	1					
Eng. IIIB			4	18					
	Essay writing		1	5	Writing Essays				
	Review of Grammar		1	6					
	Off-line Packets	3							
	Review Test		1	1					
Eng IVA			3	17					
	Reading Literature		6	17	Vocab and reading Comp-stories and literature				

	Off-line packets	3							
	Review Test		1	1					
Eng IVB			3	14					
	Rding in the wkplace		2	9	Writing in the wkplace assessments				
	NOVA NET	Nova Net	NN	NN	Plato	Total Units	Total Lessons	A+	A+
			Total Modules	Total Modules					
	Spelling		5	8					
	Off-line assignments	3							
	Review test		1	1					
Geom A			14	52		8	59		
Geom B			11	42		7	33		
Trig			4	14					
Consum Math A			7	51					31
Consum Math B			6	40					
Geog			7	34					
US Hist A			6	26					
US Hist B			9	38					
W. Hist A			3	26					
W Hist B			5	36					
US Gov			10	47					
Econ			9	37					
Bio A	Lab Repts	9	8	34	Plato Bio 1	8	37		15
Bio B	Lab Repts	9	8	32	Plato Bio 2	8	32		18
Phys Sci Chem A	Lab Repts	9	1-9	50					
Phys Chem B	Lab Repts	9							
Phys Sci Phys A	Lab Repts	9	1-4	27					
Phys Sci Physics	Lab Repts	9	5-9	18					
Chem A	Lab Repts	9	7	47		10			30
Chem B	Lab Repts	9	7	44		8			29
Physics A	Lab Repts	9				17			13
Physics B	Lab Repts	9				13			15
Health			10	51					
Earth/space sci			12	51					38
Env Sci			9	38					

ACADEMIC REQUIREMENTS

Graduation Requirements

Twenty-three (23) credits must be completed in order to graduate. If a student has attended a school with block scheduling, this requirement will be adjusted

Subject	Grade(s)	Credits	Comments
English	9-12	4	Required
Communication Skills	10	1	Students who complete the second level of the same foreign language or one year of speech and one year of journalism may request to have this requirement waived. (until 2010)
Mathematics	9-12	3	Mathematics is required in ninth grade. Algebra 1 required; Geometry, Algebra II.
Practical Arts	9-12	1	All business education, home economics, industrial arts, ROTC, CNM, CEC, BYU extension, computer education and advanced courses in fine arts satisfy this.
Science	9-12	2/3	May be biology, chemistry, physics or any other laboratory science. 3 credits for class of 2009+
Social Studies	9-12	3/3.5	1/2 credit must be government, required. 1 credit U.S. history and geography, required. 1 credit world history and geography. 1/2 credit economics, required. 1/2 credit NM History Required of class of 2009+
Health	9	.5	Required
Physical Education	9-12	1	Required
Elective Courses	9-12	7.5/6	6 required for class of 2009+

Math Requirement: A student must achieve at least a 50% grade on the final Exam. If a student fails to achieve 60%, the student will be required to attend a math lab for 2hrs on two consecutive Friday's. The teacher will help the student review those areas that were failed.

Graduation Information

- Dates and information will be distributed to seniors in senior meetings with Administration.
- Caps/Gowns and announcements are ordered in November. Students will receive information.
- Rehearsal dates are mandatory (Honors Assembly, etc.).

New Mexico High School Competency Exam

The New Mexico High School Competency Exam will be administered as a requirement of Senate Bill 106. Sophomores enrolled in high schools throughout the state will be taking this test in early February. Students who do not pass this test have the opportunity to repeat it each school year until they pass. Any student who does not pass this exam will not receive a high school diploma at the completion of the high school program. Students with disabilities on the career path may earn a diploma upon completion of competency requirement.

ACADEMIC AWARD CERTIFICATES

Creative Education Preparatory institute Academic Program fosters excellence among students. Students who fulfill the criteria listed below are eligible to receive academic certificates and letters. The certificates and letters will be awarded to students after the first semester at a special presentation during the second semester.

Certificate Requirements

Student must achieve a 3.0 GPA to a 3.5 GPA average at Creative Education Preparatory institute after the spring semester of the previous year and the fall semester of the current year.

Substance Abuse in Extracurricular Activities

Extracurricular activities are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom. Participation in these activities is a privilege offered to and earned by students. Suspension from extracurricular activities can be accomplished at the discretion of the Program Director and does not require a due process hearing.

1. Use and Possession of Controlled substances
2. Sale or Distribution of Controlled Substance

Distribution of Publications

Creative Education Preparatory institute students shall be allowed to distribute printed literature on campus. The distribution may not include materials that are obscene, libelous, or disruptive to the educational environment. The following guidelines must be followed:

1. All materials must be approved by the Program Director's Office prior to distribution.
2. Students will be responsible for any litter as a result of their distribution.
3. Students must obey all school rules while distributing material and will not ask students to take any literature against their will.

Field Trips

Forms for field trips may be picked up in the Program Director's Office. A Field Trip Form must be approved by the Administration prior to any forms being distributed to students. Each sponsor must distribute to students prior to the field trip:

- A Parent Permission form,

- An Activity absence form to be signed and returned no later than 24 hours prior to the activity.

Any student participating in a school-sponsored field trip must have a Parent Permission form completed and signed by both student and parent.

Use of Facilities

- The Program Director's Office must approve all posters and advertisements. All posters must be removed after the event.
- Posters may only be hung approved areas excluding windows, doors or vending machines.
- Use of school facilities must be authorized by the Director. CEPi personnel must be present.

Student ID

Students will receive their IDs at registration within the first month of school. It is advised that students carry their school IDs at all times.

In special circumstances, school staff may need to ask students to show an ID.

ATHLETICS

Creative Education Preparatory institute students are encouraged to participate in schools in their home schools.

New Mexico Activities Association (NMAA)

NMAA governs all extracurricular activities.

ATTENDANCE

Attendance Policy

New Mexico Statute 22-12-2 states: "Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person."

Note: The Case Manager/Counselor's Office handles any matter pertaining to attendance. If a student becomes ill during the day, he/she must report to the attendance office prior to leaving campus.

1. A student should only miss class with proper authorization from a parent or guardian, due to the following: illness, hospitalization, court/medical appointment, family emergency, religious commitment, or college visits. Students who are absent due to a medical or court appointment are required to provide written verification from the appropriate office in order to be excused.
2. If a student is absent, parents are required to notify the Attendance office.
3. After two absences CEPi will call the parents and set up a parent conference. Students are required to make up all absences by attending one of the opposite sessions or Friday's 2-hour make-up session.
4. Upon 5 absences, the teacher or case manager/counselor will refer the student to the Student Assistant Team (SAT) to study the situation and determine a plan of action.

Activity Absences

An activity absence is a school-related absence. Examples are field trips, athletic/extracurricular participation, and appointments initiated by the case managers, teachers and/or administration. According to NM State Law, activity absences are limited to 15 absences per student per semester in each class. The Make-Up Work Policy applies to Activity absences.

Late Arrival/Early Exit

Any student arriving late to school or leaving early must report to the front Office.

Make-Up Work

Students are entitled to make up work for excused absences. It is the student's responsibility to request make-up assignments. Teachers may need 24 hours from the time of the request to compile assignments. The student will have the opportunity to complete the work in the period of time equal to the number of days absent, unless the student and the teacher have mutually agreed upon other arrangements.

Tardy Policy

Counselors and Administrators will handle all tardiness. Tardies are defined as 10 minutes or more of late arrival to school. **(Students are required to make-up for tardiness by coming to one of the opposite sessions).**

Instructional Materials

Textbooks and computer related materials are the property of the State of New Mexico. They are on loan to students for their use. Any lost, stolen or damaged books or computer materials are the responsibility of the student. Students should report losses to the Counselor who will then file a report. Materials may be reissued. A student/school ID is required to check out textbooks, library books, or computer materials. Fines will be assessed for damaged or lost materials at the end of the year or when a student leaves CEPi.

CAMPUS SAFETY

Closed Campus

Student will not be allowed to leave during the school day without permission. Any students leaving early must report to the front office upon return to school.

Crime stoppers

Cash awards are given to anyone whose information leads to the apprehension of persons involved in vandalism, theft, or arson on campus.

Visitors

All visitors to the school are required to register at the school office and carry a visitor's badge while on campus. This is meant to provide student safety, eliminate educational interruption, and assure orderly completion of educational programs. Those who want to observe classes or meet with staff should arrange their visit in advance to ensure that sufficient time is allowed and the visit does not interfere with planned activities. Unauthorized visitors may be subject to legal action.

CHARACTER COUNTS

Respect for Diversity

School personnel expect all students to exhibit a standard of behavior based on respect for individuals. Students may expect the same from school personnel. Acts of discrimination related to race, religion, gender, ethnicity, disability or national origin will not be tolerated.

DISCIPLINE POLICY

Student Code of Conduct

In order for students to maximize those opportunities provided through a public education, the Institute, students, parents, and community share responsibility of promoting behavior that provides an environment in which all can learn. A meaningful and positive education plan for students requires cohesive and consistent application of a common set of expectations. Thus, all members of CEPi learning community have a major role to play as positive models for respectful behavior. **RESPECTFUL** behavior towards self, peers, adults, property, and divergent thought or behavior is a minimal expectation in order to function in all environments.

Student Responsibilities

Students who are positive in their actions help and encourage their teachers to maintain a classroom atmosphere that best meets the needs of all students.

Students are expected to put forth their best efforts during the education process. Students must:

- Accept responsibility for their actions and education while abiding by established Institute rules, regulations, and laws of the community, state, and nation,
- Attend all Institute classroom, computer labs and community settings with a positive attitude in order to realize opportunities for academic and personal growth,
- Model positive behavior and language, which reflect cooperation with all members of the school community. **Students will not argue with adults at CEPI #1.**
- Come to CEPi prepared to learn and bring only those items and materials, which are appropriate for the educational program,
- Arrive on time so that introductory instructions and materials will not be missed and class time and community service or mentorship can be used effectively,
- Listen to what is said in order to acquire needed information,
- Participate in all class or community activities in order to gain new knowledge, clarify vital information and reinforce concepts learned,
- Respect rights and property of self and others, thus practicing good citizenship,
- Exercise self-control and good manners in order to develop positive relationships with others,

- Respect authority of Institute personnel, so as to maintain good working relationships that are positive and productive.

CEPi1 Positive Behavior Support Matrix of Expectations for Parents and Students

Expectation	Consequence/solution
Students will accomplish their goals by getting and staying on task.	1 st :Close proximity 2 nd :Verbal reminder or offer to help get restarted 3 rd :Move within pod 4 th :Call parent 5 th : Referral to case manager to discuss problem and develop personal plan 6 th : Referral to SAT (includes principal)
Student cell phones, iPods, CD players, CDs must remain invisible. Once through the door, turn them off and put them out of sight. Emergency calls: parents may call the school front desk for assistance	1 st -Verbal warning 2 nd -confiscate until end of session 3 rd - Repeat offender –confiscate and notify parent to pick up phone. Phone will be banned as determined by director or designee
Students will maintain a Clean, food, gum, and drink-free computer area. Drinks will be kept at a central location. Students will save food for the break.	1 st -Confiscate drink, food and place it in designated area away from computers 2 nd -confiscate and dispose of 3 rd -alternate form of instruction for 3-5 school days and notify parents of oppositional behavior 4 th -call parents for face to face conference with teacher/director
Students will address all adults in a non-hostile, non-violent manner.	Immediate 3 day suspension with conference prior to re-entry. Repeaters will face expulsion
All use of profanity will be eliminated from the school. Choose acceptable words.	Habitual reminders to redirect behavior.
Students will respectfully listen to and comply with directives by staff.	Immediate referral to administrator or designee for consequences.
Fighting is a zero tolerance activity. Student will use alternative non-violent forms of resolving conflict.	2-day suspension followed by parent conference and conflict resolution; reminder that fighting is illegal and is categorized as “battery”.
Possession of weapons is a zero tolerance action. Students will attend CEpi weapon-free.	All offenses - Automatic expulsion and referral to law enforcement agency
Expectation: students will be able to attend school free of illegal substances. Use or distribution of controlled substances is a zero tolerance activity	For USE: 1-3 day Suspension and referral to an intervention program. For DISTRIBUTION: 5-10 day suspension and report to law enforcement agency

<p>Students will not smoke within sight of CEPi.</p> <p>(Cepi is a smoke free environment as required by law. It is illegal for students to purchase, possess, or smoke cigarettes.)</p>	<p>1st : receive verbal warning 2nd- refer to director who will choose from the following:</p> <ul style="list-style-type: none"> • Go through CVD • Student essay • Pick up butts around school.
<p>Respect school property by eliminating graffiti and vandalism.</p>	<p>Refer to director who will suspend student and require a parent conference. In addition, offenders and parents can expect restitution and possible referral to a law enforcement agency.</p>
<p>Students will attend a school free of unnecessary interruptions or disruptions such as false fire alarms and bomb threats.</p>	<p>Immediate suspension and restitution of the costs associated with the false alarm.</p>
<p>Everyone at CEPi can count on their being safe. Theft will be addressed immediately.</p>	<p>1st- 3 day suspension, required parent conference, restitution, and possible referral to law enforcement agency. 2nd- 5-10 day suspension with required parent conference, restitution, and possible referral to law enforcement agency.</p>
<p>Students will dress appropriate to the group setting. Any clothing that disrupts the learning setting will not be allowed at CEPi. (See handbook)</p>	<p>1st- change clothing (t-shirt provided by school will be worn while in school, student will be sent home to change, or parent may bring acceptable clothing to student.) Pants which hang low may be tied up with rope. Hats will be confiscated until the end of the day. 2nd - parent conference and following consequences above.</p>
<p>Students will be engaged in course work a minimum of 16 hours per week to earn credits.</p>	<p>Students <u>must</u> make up time they miss in one of the following ways: Come early, Remain late, Attend Friday a.m.</p>
<p>Students will remain in building from the time he/she arrives until the session is over.</p>	<p>If student leaves w/o permission, he/she must return with a parent and must make up time missed.</p>
<p>Students will arrive at CEPi on time.</p>	<p>Sign in with Administrative Assistant upon arrival. If 10 minutes or more late, report to case manager for pass. (Case manager will monitor tardiness and address the problem through student, parent, or SAT conferences.)</p>
<p>Students will do their own work and will respect the rules which prohibit cheating and plagiarism (claiming another's written words as our own)</p>	<p>Re-do lesson or test and/or off line supplement will be assigned. Chronic abusers will be referred to the administration.</p>

Student Behavior and Due Process Procedures

Students shall comply with all rules and regulations governing behavior and conduct established collaboratively by school personnel, parents, and students. Students will be informed by the Director of any infractions not listed in student Code of Conduct that may result in short-term or long-term suspension or expulsion.

If a student's behavior violates the Institute's rules, staff members or the Director may make recommendations including:

- Redirection or reminders
- Referral to SAT
- Counseling
- A parent conference
- Evaluation for placement
- A written contract describing conditions for improvement
- Referral to a community or law enforcement agency
- Discipline, which may include the following:
 1. Restriction from Institute activities, i.e. field trips, Institute related functions, mentorship
 2. Removal from class and assignment
 3. Suspension
 4. Expulsion

Suspension

Students may be suspended for violation of Institute rules or if they present a danger to the safety or health of others or threat to disrupt Institute programs. A suspension may be from one to nine days. During suspension, a student may not participate in regular Institute sessions or activities. A teacher or Director may require parents or guardians of a suspended student to attend a portion of the Institute session and meet with the Director and staff members. During suspension, students are prohibited from entering the Institute facility and attending any Institute-related functions.

A suspended student and his/her parent/guardian have a right to be informed of regulations regarding disciplinary and appeal procedures affecting students within the Institute. School Staff, the Director, parents and students shall attempt an agreed upon resolution of problems affecting students and the educational process by informal means. If any student or parent feels that Institute conditions or decisions made by the Director are not fair or reasonable, conferences will be afforded with parents, student, and the Director or designee to discuss the matter.

Suspension Consequences

At the discretion of the Director, in consultation with the student's teacher(s) and Case Manager/Counselor, a student who has been suspended may be given a reasonable period of time to complete missed assignments and examinations and may be free from additional penalties affecting their grades, credit, graduation or any other indicators of academic achievement.

Expulsion

Expulsion means permanent removal of a student from program or activity under supervision of the Institute. Examples of when this might occur are after repeated infractions or whenever safety is a concern.

Zero Tolerance

Creative Education Preparatory Institute has a zero tolerance policy with regard to the following infractions:

- Weapons/Explosives (including Firecrackers): possession may include blunt objects, pocketknives, look-alikes
1st (only) Offense - arrest, expulsion.
- Controlled Substance: any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana or alcoholic beverage or anything capable of altering behavior/feeling/state of mind.
 1. Use/possession of alcohol, drugs/paraphernalia
 - a. 1st Offense - Legal citation/arrest, 3-5 day suspension, **parents are required to have student referred to a drug treatment program**
 - b. 2nd Offense - Legal citation/arrest, long-term suspension (LTS) for the semester
 2. Sale or distribution
 1. Legal citation/arrest/expulsion hearing (for the year)
- Theft (including shoplifting)
 1. 1st Offense - 3 day suspension/restitution/possible citation
 2. 2nd Offense - 5-10 day suspension
- False Alarm (all types)
1st (only) Offense - LTS, referral to legal action

Infractions of policies listed below will result in disciplinary action and will result in a meeting of the student with the Director and the Case Manager/Counselor. All subsequent infractions require a parent conference.

- Related to our Closed Campus:
 1. Leaving campus without permission
 2. Taking underclassmen off campus
 3. Stolen ID
- Contraband:
CD players, cell phones and pagers are the student's responsibility and will not be used in the classroom or be allowed to cause disruption in the educational setting. Skateboards, scooters and roller blades are not permitted on campus at any time. This includes the area marked "No Skateboards on Sidewalk" posted by the owner of the property housing CEPI.
- Fighting:
 - a. Individuals
 - b. Group or Gang-Related

- Forgery/Cheating
This includes such activities as copying the work of others and claiming it as one's own without proper citation (Plagiarism).
- Inappropriate Attire
- Profanity or Verbal Abuse:
 - a. Directed at another student
 - b. Directed at a Creative Education Preparatory institute staff member
- Promoting Illegal or Unsafe Behavior: (e.g. fighting, drug use, smoking, theft, etc.):
Gathering in the vicinity of the occurrence or hindering the intervention by staff is prohibited.
- Refusal to Obey/General Disruptive Conduct as cited in the *Positive Behavior Support Matrix of Expectations for Parents and Students* located earlier in this handbook.,
- Harassment/Intimidation/Sexual Harassment
- Excessive Tardiness:

Students tardy to class must first sign in at the front Office immediately upon arrival, then must report to the case manager/counselor. A student who does not report to Case Manager/Counselor, is considered truant.

- Truancy (Ditching Class)
- Vandalism/Graffiti/Pranks: includes school property, personal property, materials)

Bullying

CEPi 1 believes that providing an educational environment for all students, employees, volunteers, and families, which is free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not tolerated. The goal of this policy is to ensure that procedures are in place to prevent bullying, limit the prevalence of bullying, and to make consequences salient to everyone involved.

Definitions

- **“Bullying”** means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

Definitions:

- **“Harassment”** means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person. “Disability Harassment” is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with a student’s participation in or receipt of benefits or services. Harassment and Disability Harassment include but are not limited to: verbal acts, teasing, use of sarcasm, jokes, name-calling, or belittling; nonverbal behavior such as graphic or written statements; conduct that is physically threatening, harmful, or humiliating; or inappropriate physical restraint by adults.
- **“Racial Harassment”** consists of physical or verbal conduct relating to an individual’s race when the conduct: has the purpose or effect of creating an intimidating, hostile, or offensive academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or otherwise adversely affects an individual’s academic opportunities.
- **“Sexual Harassment”** means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances: when submission to such conduct is made a term or condition of obtaining an education; when submission to that conduct or communication by an individual is used to factor in decisions affecting that individual’s education; or when conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s education, or creating an intimidating, hostile or offensive educational environment.
- **“Hazing”** means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes but is not limited to: any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body; any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school; or any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.

Notice of Prohibition Against Bullying

The prohibition against **bullying** shall be publicized by including the following statement in the student/parent and staff handbook:

“Bullying behavior by any person in CEPi 1 is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern, that is intended to cause distress upon one or more people in the school, on school grounds, in school vehicles, at designated bus stops, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on

the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of: placing a student in reasonable fear of physical harm or damage to the student's property; physically harming a student or damaging a student's property; or insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student."

Students, staff and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action will be taken against the perpetrator, up to and including suspension and/or expulsion."

Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.

Reporting Intimidation, Harassment, or Bullying Behavior

Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts to the school director or staff member.

Teachers and other school staff who witness acts of bullying or receive student reports of bullying are **required** to promptly notify the Director through the Harassment, Intimidation,

Bullying or Hazing Complaint Form (See Form, Appendix I.) A copy of this form will be submitted to the Director.

The Director is **required** to accept and investigate all reports of intimidation, harassment or bullying.

The Director is **required** to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying. The Director is also **required** to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.

The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.

If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending a long-term hearing.

Investigating Intimidation, Harassment, or Bullying Behavior

The Director, or designee, will appropriately and promptly investigate or delegate an investigator to address all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated.

The investigator will make every effort to inform the parents/guardians of the victim and the accused of any report of harassment, intimidation, bullying, or hazing *prior* to the investigation taking place.

The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or

circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.

CEPI 1 may take immediate steps to protect the complainant, students, teachers, administrators, or other school personnel pending the completion of an investigation.

The investigation shall be completed as soon as possible. The investigator shall make a written report to the Director upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the Director.

Consequences for Bullying

Verified acts of bullying shall result in intervention by the Director that is intended to ensure that the prohibition against bullying behavior is enforced.

Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, **there is no one response to bullying**. While conduct that rises to the level of “bullying” as defined above will generally warrant disciplinary action, to what extent is a matter for the professional discretion of the Director.

False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Anti-Bullying included in Physical Education Curriculum

Physical Education is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. Bullying behavior is mentioned specifically in many areas of the Health Education performance standards. It is imperative that students are comfortable with understanding, describing, and recognizing bullying behaviors, being able to analyze those behaviors and role play refusal skills. CEPI 1’s curriculum recognizes the importance of bully prevention skills and meets all performance standards involving bullying.

Threats of Violence

Threats of violence toward other students, school staff, or facilities generally are prohibited and may result in suspension or expulsion, regardless of whether the student has previously engaged in such conduct.

All employees and students are **required** to report evidence of threats of violence to the Director. Such reports shall be investigated by the Director or designee. All such reports shall be documented by the Director.

In cases of threats that may constitute a violation of criminal law, the Director or designee shall notify law enforcement authorities.

Students who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due-process hearing, to have violated this regulation shall be subject to discipline, including long-term suspension or expulsion. For Special Education students administrators will take into consideration their IEP behavior goals when making a determination regarding discipline.

**Creative Education Preparatory Institute 1
Harassment, Intimidation, Bullying, or Hazing Complaint Form**

Any person who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person who knows or believes such conduct has occurred should immediately report the alleged act to the Director or a staff member.

Any person who files a complaint or who is accused of any of the above incidents may be assured of confidentiality. The Director will investigate the incident, will make every effort to notify parents of those involved, and may take immediate steps to protect the complainant, students, teachers, or other school personnel pending the completion of the investigation.

Please complete the form below.

Name of person issuing complaint _____
Date occurrence was reported _____
Person to whom the occurrence was reported _____
Date of occurrence _____

I am reporting the following occurrence(s):
_____ Harassment _____ Intimidation
_____ Bullying _____ Hazing

Describe the occurrence below. Include the names of all parties and what you know about the incident:

PARENT AND LEGAL GUARDIAN RESPONSIBILITIES AND EXPECTATIONS

Parent Involvement Program

Creative Education Preparatory institute assists students who are suspected of using drugs or alcohol by recommending assistance that will help students and their families. This may include referral for counseling or treatment. Students who possess or use alcohol, illegal drugs, or are under the influence while on campus or at a school-sponsored activity will be dealt with according to the discipline and zero tolerance policy. The Case Manager will meet with the student and parents and develop a “no use contract.” If the terms of the contract are not met, the student may be placed on long-term suspension for the remainder of the semester.

DRESS CODE

The Creative Education Preparatory institute Governance Council expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school.

Student attire may not present a health or safety hazard, violate municipal or state law or present a potential for disruption to the instructional program. Attire or accessories that advertise, display, or promote any drug, including alcohol or tobacco, sexual activity, violence, disrespect and/or bigotry towards any group, are not acceptable.

Unacceptable clothing and accessories deemed inappropriate by the Director include but are not limited to:

- Excessively tight or revealing clothing, including short shorts, short skirts, sheer shirts or bare midriff, low-cut shirts, off-the-shoulder shirts, spaghetti straps, tube tops, halter tops, pants that reveal underwear, or muscle shirts
- Altered clothing: ripped or frayed clothing, etc.
- Wearing pants below the waist that allows underwear or bare skin to show
- Spiked jewelry, chains, belts with more than 2 inches excess
- Gang-related attire, including Memory shirts
- Sunglasses inside the building
- Hats and caps unless there are specific instructional, safety, religious or medical reasons
- Bare feet

Students and their parents/guardians are responsible for knowing and following Creative Education Preparatory institute's dress code and must conform to those requirements. The responsibility to interpret and enforce the policy rests with the Director.

LIBRARY/MEDIA CENTER

In addition to the functioning library at CEPi, students may access additional library services through the Internet and a Public Library.

PICTURES

Senior pictures should be taken during the summer before senior year. Deadline for these pictures in November 1st. Underclassmen are photographed in the fall and will receive picture information prior to the actual dates. All students must be photographed for the yearbook, school records, and student ID's. Students must complete the packet for purchase and have money the day pictures are taken. Retakes will be announced prior to the actual day of service.

STUDENT SERVICES

Counseling

Counseling services are offered to all students for academic, career and personal situations. Counselors/Case managers are available for these services. Personal matters may be discussed with any counselor or Case Manager. Parents may call the office to make an appointment.

Health Services

The role of Health Services in the school is to maintain a level of good health for students and faculty. This would include such services as first aid, health education, counseling and maintenance of health records. Parents and students can help improve these services by submitting immunization records when requested and by providing current phone numbers for use in case of emergency. In an emergency, all efforts will be made to contact parents. If parents cannot be reached and the emergency is of a severe nature, students will be transported to the nearest hospital. Parents will be responsible for any emergency charges that are incurred. Nursing services will be made available utilizing nearby schools, city, county or federally funded services.

Procedures for Injuries or health risks are as follows:

Serious injuries: Phone 911; contact parents

Health problems: Contact nursing services or contact parents.

DO-NOT-RESUSCITATE ORDERS

The policy of the Creative Education Preparatory institute is to provide all students with immediate first aid and Emergency Rescue Services when a medical crisis or life-threatening episode occurs at school. However, if the attending physician of a student has written a Do-Not-Resuscitate Order (DNR) on the authorization of the child's parent(s) /guardian(s), school personnel must act in accordance with the order and refrain from medical interventions that are not consistent with the order.

Medication Policy

Creative Education Preparatory institute has a procedural directive and medication policy that all personnel must follow. Students who take medication at school need to have a physician's order for their medication on file in the Counselor/Case Manager or Director's Office. This applies whether the student carries the medication, is self-administered by the student while supervised by the Case Manager or designee, or administered by a Nurse. Creative Education Preparatory institute medication forms can be picked up in the Counselor/Case Manager's Office at any time. The medication must be in a prescription labeled "container" that matches the physician's written order. The medication label cannot be used in place of a physician's written order. At no time will a student be allowed to carry a medication that is classified as a controlled substance (ex. Ritalin, Dexedrine, Tylenol with Codeine, etc.).

Students who take over-the-counter medications while at school must have a Parent Authorization Form on file in the Counselor/Case Manager's Office. This form must have the student's name, name of the medication, dose of medication and time it should be taken. The medication must be in its original container. The student must carry only one dose at a time. If the medication is taken for more than five consecutive days, a physician's written authorization is required. Creative Education Preparatory institute personnel are not authorized to provide over-the-counter medication.

Students carrying any medication should only bring the dose necessary for that day to school. It must be in the original container. Students may carry the single dose for the day, unless it is classified as a controlled substance that must be kept in the Counselor/Case Manager's Office. Creative Education For the protection of all students, Creative Education Preparatory institute does not allow a student to have multiple doses of any medication (prescription or over-the-counter).

Student Insurance

Accident Insurance is available at the beginning of the school year. Applications are available in the front office.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)

These federal laws prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The laws define a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities;
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504 and ADA, Creative Education Preparatory institute recognizes its responsibility to avoid discrimination in policies and practices regarding its personnel and students. Discrimination against the disabled is not permitted. Creative Education Preparatory institute has specific responsibilities under Section 504, which include the responsibility to identify, evaluate and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act specify rights related to educational records. This act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any item in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. A hearing on the issue if the school refuses to make the amendment.

TRANSPORTATION

It is the responsibility of the parent and student to transport the student to and from school for all school related activities.

MISCELLANEOUS

Telephones

Students may use telephones in front office for emergencies only. Other telephones are for school business use only. Parents wishing to contact their children must call the front office at 314-2374. They are not to call their child's cell phone as cell phone use during class time is prohibited and is subject to disciplinary action as cited in *CEPi1 Positive Behavior Support Matrix of Expectations for Parents and Students* earlier in this handbook.

Checks

Cash or money orders made out to Creative Education Preparatory institute #1 only will be accepted for fees, fines and purchases. Checks are never accepted.

Creative Education Preparatory institute Parent Involvement

We are dedicated to the support of and improvement to the learning environment at Creative Education Preparatory institute. By increasing communication among all learning partners, we will be successful in educating our students. Parent activities include Parent Trainings offered every other month at 6:00 p.m. at CEPI. Topics will focus on relevant issues identified through presentation evaluations and focus group surveys/discussions.