



**SUCCESS Program  
Student Handbook**

A Non-traditional Approach to Earning a High School Diploma  
Revised 07/10/2018

**Shelby County Board of Education**

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**(205) 682-7000**

**SUCCESS Program Principal: Mike Jones**

**SUCCESS Program Counselor: LaTasha Gardner**

## **Expectations for our Students**

- We **RESPECT** others by valuing individuals, honoring their stories, and working together for the greater good.
- We take **RESPONSIBILITY** for our actions. We own who we are and who we are becoming.
- We realize a vision, collaborate with others, and consistently exhibit **INTEGRITY**.
- We demonstrate **PERSEVERANCE** and bounce back from setbacks to reach our goals.
- We show **DILIGENCE** by striving to do better today than we did yesterday, and reaching beyond the boundaries of our thinking.
- We are ready to learn by staying on task at all times.
- We follow the directions of all Board employees the first time the directions are given.
- We are in attendance and on time every day.
- We are in compliance with all school rules.

## SUCCESS PROGRAM

**Mission:** To provide students an opportunity to graduate and prepare them for a successful transition into college or a career

**Vision:** A *caring* place that gives students a second *chance* to earn graduation *credits*, career technical *credentials* and make positive *contributions* in their community.

The Success Program is a dropout prevention program in Shelby County Schools. The program offers students the opportunity to earn high school academic credits and certification in a career/technical program. Students cannot graduate early, but can accelerate in academic courses in an effort to get back on track and graduate with their Kindergarten grade cohort.

The three components of the Success Program are as follows:

**ACADEMICS**—Academic classes are taught through the means of a self-paced computer-assisted software program titled Edgenuity as well as paper/pencil assignments. Students are provided an individualized program which is designed to meet individual needs. Students work at their own pace while the instructor facilitates. The computerized instruction assists in providing teachers with the ability to work one-on-one with those who are less motivated, as well as those who struggle with meeting particular standards. Students are required to demonstrate weekly progress as determined by their course schedule.. It is therefore the responsibility of the students to achieve the academic progress necessary to remain in good standing in the program.

**LIFE SKILLS**—Students spend time monthly in life skills groups called “Nests”. In these groups, which are facilitated by teachers, students spend time discussing topics related to social emotional learning and resiliency which include; suicide awareness, teen depression, careers, making good life choices, building character, improving self-esteem, motivating responsibility and maintaining a positive culture and climate on our campus. The counselor also works with students individually to provide students the tools necessary to resolve personal problems.

**CAREER/TECHNICAL**—Career/technical certification is an essential element of Success. In order to become certified in a career/technical area, each student has a planned sequential course of study that is developed and implemented to best serve the student’s future career goals. Career/technical areas:

- Automotive Technology
- BME-PLTW Biomedical Science
- Collision Repair
- Construction Technology
- Cosmetology
- Culinary Arts
- Health Sciences
- Plumbing
- Public Service
- Robotics
- Welding

### **How do I get my child into the Success Program?**

A counselor or administrator from one of the seven Shelby County High Schools must send a written referral along with transcript, attendance and discipline records to Ms. LaTasha Gardner, counselor of the Success program.

### **What happens after the referral has been made?**

Once the referral has been received, Ms. Gardner will notify the base school counselor if the student is eligible for an interview, and the home school counselor will contact the parent. The Success Program personnel will also attempt to contact the parent to schedule an interview. The student, as well as the parent/guardian, must be in attendance during the interview. After all interviews are completed, the Success Referral Committee will meet and recommend students for enrollment. The base school is notified of the committee's decision. A letter of acceptance is sent to the student's parent/guardian. Although most interviews are conducted in the spring, there are circumstances that allow for interviews to be held at other times of the year.

NOTE: The Success Program is a certified academic program. Students are accepted into the program after completing the referral and interview processes. Students can be dismissed from the program for failing to make adequate academic progress, for disciplinary reasons, for excessive attendance/tardy issues, or for referral to New Direction.

### **How do I contact the Success Program?**

LaTasha Gardner

205-682-6574

lgardner@shelbyed.org

701 Highway 70

Columbiana, Alabama 35051

### **What are the chances that my child will get into the Success Program?**

The annual Success Program enrollment is capped at 100 students. There are approximately 150-200 referrals per year.

### **Will my child graduate with a diploma**

To earn a diploma, students must meet all requirements of the Shelby County Board of Education and the Alabama State Board of Education. Success students can participate in commencement ceremonies at their base school.

### **What will ensure that my child will remain in the program?**

Good attendance, demonstration of responsibility and character, commendable work ethics, punctuality, acceptable academic progress, completion of each academic and technical course with at least a 75, and minimal discipline referrals will ensure student success.

### **How do I know if my child is eligible for the Success Program?**

The student must have completed at least one year of high school, must be at least 17 years old or turn 17 years old during the semester of enrollment into the program and must be behind in his/her Kindergarten cohort. The Success Program is a two-year program. All students entering the program should be able to complete the requirements for graduation in two years.

## **Rationale**

Reducing the dropout rate has become one of the major national and state goals in public education. The consequences of dropping out of school before graduation are often severe and can result in individual, economic, and social difficulties. Educators have all witnessed at-risk students fall behind for various reasons. Students develop chronic absenteeism, have difficulty learning in a traditional classroom setting, become discouraged because of family problems, to name a few. The Success Program in Shelby County Schools is designed with the contention that comprehensive programming in academics, career technical training and certification, and counseling offers the at-risk population an alternative method of earning a high school diploma. The program addresses several of the goals and objectives of the Shelby County School System in carrying out the mission statement to provide quality education for each child.

## **The Program**

### **Course Requirements**

All students are required to successfully complete the academic and elective courses mandated by the Alabama State Department Course of Study. Performance standards must be mastered based on the same criteria as any general education course taught in Shelby County Schools. Academic proficiencies are indicated from the assessment reports from Edgenuity as well as the passing of all state mandated assessments. Students must also master vocational competencies in their chosen career technical field of study. Students are motivated to work to the best of their ability and must prove their learned skills and knowledge through demonstration and assessments.

### **Academic Progress and Expectations**

Students will be required to demonstrate at least 5% progress toward completion of coursework in each subject area each week. This requirement will be discussed with parents/guardians and students during the interview and will be part of the enrollment contract that must be signed by all parties prior to student enrollment. Students failing to make adequate progress may receive disciplinary measures and the consequences will be clearly agreed upon by all parties. By the end of the first semester, students will be expected to earn 5 Carnegie units (1 Career Technical credit and 4 academic credits.) If students are not enrolled in a Career Technical class, they are to earn 5 academic credits.) Students will then be expected to earn 5 academic/career technical credits for each subsequent semester in which they are enrolled.

It is mandatory that all students score 75% or higher on all coursework in order to earn a credit for the course.

### **Credit Recovery**

Credit recovery will be made available for those students who attempted a core subject prior to enrollment at Success and failed the subject with a grade of 50-59. Students who fail to pass the course through credit recovery must repeat the course in its entirety. Students must score 70% or higher on all coursework in credit recovery in order to earn a credit for the course.

### **Career Technical Certification**

Career Technical Education certification is an essential element in the Success Program. In order for students to become certified in a vocational area, it is necessary that a planned sequential course of study be developed and implemented to best serve their needs. Students who receive career technical certification will be well-prepared to enter initial employment in a specific business or industrial area upon completion of the Success Program.

### **Life Skills**

Students spend time once monthly in Life Skills classes throughout each nine weeks. In these classes the counselor spends time discussing topics such as suicide awareness, teen depression, careers, making good life choices, building character, improving self-esteem, motivating responsibility and maintaining a positive culture and climate among the family at CTEC. The counselor also works with each group to provide students the tools necessary to resolve personal problems. The counselor is also available for small group and individual counseling sessions in which students can discuss any personal issues that may be affecting their school work as well as their lives outside of the school setting. The counselor also works with individuals in regard to their academic, social, emotional and personal concerns. The counselor stresses the importance of students gaining the tools needed to make good decisions and to begin learning the importance of being a self-advocate in preparation for the world outside of high school. Other topics covered in counseling sessions include: relationships, anger management, families, self-confidence and self-esteem. The counselor provides an open mind and an open ear for students who have often felt that no one listens or cares.

### **Special Education**

The Success Program is not designed to serve Special Education students who rely heavily on accommodations. Accommodations such as having tests read aloud, being pulled from the general setting for testing, the use of teacher aids, etc., may not be available due to limited staffing and the nature of the program. There are instances, however, when the Success Program may be the best fit for students receiving Special Education services. It is imperative that student cases be thoroughly examined on an individual basis in order to determine whether or not the



program will best meet the student's needs. Students who receive Special Education services will be taken into consideration on a case by case basis. Students who may be eligible for the program must be referred in the same manner as all other Shelby County students. Case managers should refer through the base school counselor. Interviews/IEP meetings will then be arranged through the Program Specialist and the Success counselor on the campus of CTEC. An IEP team decision will then be made based on the needs of the student. If accepted, the IEP team will reconvene at the end of the nine weeks grading period to monitor student progress. Students with Special Education services who fail to make adequate progress in the program are eligible to return to their base school.

### **The DAY Program**

The purpose of the DAY Program is to transition students successfully back into their base schools. There are instances, however, when it is in the best interest for students to transition directly from the DAY Program to Success. In these special circumstances, the DAY Program counselors will make the referrals to the Success Program and notify the home school counselors of the referral.

### **Faculty**

Teachers in the program are instructors, motivators, facilitators and mentors. They design courses of study for students on an individual basis. They work to build students' self-esteem and provide a safe haven for students. Continuing professional development opportunities allow teachers to keep current with best practices in regard to working with at-risk students. Although students' course work is presented on the computer-assisted program, the teachers in the Success Program are ultimately responsible for providing the appropriate education for the students of Shelby County. Teachers supplement the Edgenuity course work with small group and individualized instruction when necessary.

### **SUCCESS Program Staff**

Mr. Mike Jones	Principal
Mr. Zac McWhorter	Career Technical Principal
Ms. LaTasha Gardner	Counselor
Mr. Doug Noble	Social Studies
Ms. LaTasha Thomas	Math
Ms. Kim Estill	English
Ms. Michelle Bullock	Science
Ms. Kim Proctor	Special Education
Ms. Tonya Vick	Secretary
Ms. Kristie Domovic	Registrar
Ms. Kimberly Clowdus	Bookkeeper
Ms. Sue Brown	Custodian
Mr. Jerome Griffin	Maintenance

## **Parents**

Parents are encouraged to participate in their children's education. Parents are asked to maintain open communication with both the counselor and teachers in the Success Program. Parents are also encouraged to visit campus in an effort to monitor student academic progress, behavior, and attendance. Monthly parent resource sessions will be held where professionals will offer support and information for parents.

## **Student Eligibility**

For a student to be eligible for the Success Program, he/she must:

- be enrolled in a Shelby County school prior to completing a referral (Irregular enrollment: students who are not enrolled in a Shelby County school or have been out of school for one or more school terms must go through the Shelby County Central Office.)
- have completed at least one year of high school
- be at least 17 years old, or turn 17 years old during the semester of enrollment into the program
- be behind in his/her Kindergarten cohort.
- have other family or personal problems that interfere with his/her ability to be successful in a traditional classroom setting

Priority will be given to students who exhibit the most need for the program.

## **Student Acceptance and Admission Procedures**

- Students are referred to the Success Program by an administrator or counselor from the base school.
- The base school sends a written referral to the counselor at Success.
- Eligible students/parents are interviewed for possible placement into the program. Students and parents/guardians must be present at the interview.
- The Success Referral Committee meets and recommends students for the fall enrollment. The home school is notified of the committee's decision. A letter of acceptance is sent to the student.
- Although most interviews are conducted in the spring, there are circumstances that allow for interviews to be held at other times of the year.

NOTE: The Success Program is a certified academic program; a student is accepted into the program after completing the referral and interview processes. Students can be dismissed from

the program for failing to make adequate academic progress, for disciplinary reasons, for excessive attendance/tardy issues, or referral to New Direction.

### **Maximum Enrollment and Average Class Size**

Maximum student enrollment will be established by August and should be no fewer than 100 students. Additional availability of 10 seats will be held for special situations, which include irregular enrollees, transfer students, students failing/not completing summer school, etc. As students complete the program and the enrollment decreases, new students will be considered for acceptance. Students will be accepted into the program at the beginning of each semester, or, in some unique situations, at the end of the nine weeks. The average class size in academic classes is 20, while the average class size in the career technical courses is 10-15.

### **Length of Stay**

The Success Program is a two-year program. All students entering the program should be able to complete the requirements for graduation in two years. Students must also pass all required state mandated assessments in order to obtain a diploma. Students who enter the program will not be allowed to graduate earlier than with their Kindergarten cohort. Students who are accepted and choose to attend the Success Program are not allowed to return to their home school.

### **Completion Requirements for Graduation**

Completion of the academic course content and mastery of the subject matter with a grade of 75% or higher constitutes the earning of a Carnegie unit. Seat time is waived for students in the Success Program due to the self-paced computer-assisted software. The requirements for receiving a diploma at the Success Program are synonymous with those of all the high schools in Shelby County.

### **Attendance**

It is imperative that students attend school every day. Attendance is extremely important if students are to be successful in the program. It is impossible for students to work on academics and skills when not present at school. A staff member makes personal phone calls to parents/guardians in the event students are not at school. Students with attendance issues may be placed on a last chance contract and also be at risk of being dismissed from the program.

Failing to attend the first week of school will jeopardize entrance into the Success Program. Notification must be provided by parents/guardians explaining any unique circumstances preventing students from attending. Students will automatically be dismissed from the program if

they are in New Direction, Juvenile Detention or serving time with local authorities on the first scheduled day of school. Students will be placed on the waiting list and eligibility will be revisited.

Attendance in the Success Program is governed by ***Regulations Governing Attendance*** section of the Shelby County Board of Education Code of Conduct.

### **Arrival Procedures**

All students (Success/2 hour) arriving on campus between 7:30-8:10 must report to and remain in the lunchroom until the bell rings at 8:12. Students may not leave campus after arrival at school. Success students will pull cards for attendance. Students arriving AFTER 8:15 will report to the office to check in. Those students without a note or approved excuse will receive a tardy. Student attendance is a top priority. Career/Technical programs are designed to meet business and industry standards where attendance and punctuality are required. Success/2 hour late bus arrivals will report to the lunchroom/office to receive a bus slip.

### **Absences/Excuses**

After an absence, students should bring an excuse with to CTEC. Success and 2 hour students will turn in their excuse in the main office. Students have three days after returning to school to turn in an excuse. If no excuse is given, the absence will be coded a 7X, which is unexcused. Students who are 17 or younger and accumulate seven unexcused absences will be eligible for Early Warning Court Referral.

### **Tardy Policy**

3 tardies constitute a Class I offense. Students will be subject to discipline as found in the district Code of Conduct for repeated tardies and late arrivals to school. Teachers may also include attendance within their grading structure.

The tardy policy of CTEC is as follows: Students who are tardy 3 times within a calendar month will result in a student conference and parent contact. Students who are tardy 4 or more times in a month will automatically receive one day of In School Suspension for each tardy as well as parent contact for each offense. Students accumulating 4 or more tardies consecutive months will be also be assigned Saturday School. If issues with tardies persist, students may be assigned additional consequences, including suspension.

## **Checking in/Out**

Students who check in after 8:15 a.m, must provide an excusable absence (doctor's note, parent's note, etc.) upon check-in. Any student who arrives after 8:15 a.m. with no note will have parent/guardian contacted by school attendance personnel.

Students can be checked out only by those on their approved checkout list. The principal has the responsibility of making decisions in the best interest of the students in emergency situations or unusual circumstances. Checking out for the major portion of the class will be counted as an absence. Any changes of the checkout list must be made in the main office of CTEC by a parent or guardian ONLY. When students are excused for leaving early, they are responsible for completing class work, homework and tests.

## **Discipline Procedures**

The Success Program is an intense program designed to assist students in becoming responsible, successful citizens with positive self-worth and self-esteem. Students are expected to follow school rules. Discipline problems within the classroom and career technical areas are handled by the principals of both the Success program and CTEC.

All students are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others. Rules and regulations of the Shelby County Code of Conduct shall be applicable to students while attending school/activities/contests/games sponsored by the school.

Discipline problems may also result in students being placed on a last chance contract. Students who purposely sabotage a computer, log on using another student's log-in/password information, or in any way purposely misuse a computer will have their work removed from the system and will receive disciplinary actions which may include dismissal from the program.

If students are referred to New Direction at any time during enrollment in the Success Program, they will automatically be dismissed from the program. This rule applies regardless of the reason of the referral or the location of the incident and also includes referrals from CTEC, base schools, buses and any after school events.

## **Dismissal from the Success Program**

Students may be dismissed from the Success Program at the end of the first nine weeks, or at the end of the semester, for various reasons. If it is determined that students are not making adequate academic progress, have excessive attendance issues, or have excessive behavior

problems, they will be placed on a last chance contract and may be dismissed from the program and will not be allowed to return to school in Shelby County. It is extremely important that students and parents are aware that this program is not mandatory, but an option. Students and parents will both be advised of the seriousness of being dismissed from the program and will be asked to sign a contract to ensure they understand their commitment to the program.

The steps for dismissal are as follows:

- Counselor and Principal meet with student and parents/guardian regarding concerns
- Student is placed on a last chance contract, be it for academic, attendance or behavioral concerns.
- Student is given an opportunity to correct the issues and remain in the program

If these steps fail, the student will be dismissed from the SUCCESS Program.

### **Alternative School Placement**

**Any Success Program student who is referred to New Direction will automatically be dismissed from the program. This rule applies regardless of the reason of the referral or the location of the incident and also includes referrals from the Shelby County College & Career Center, home schools, buses and any after school events.**

### **Use of Tobacco**

The use or possession of tobacco in any form is not permitted anywhere on campus or at any school function or activity while under the direct supervision of school personnel. The use or possession of tobacco will subject the student to disciplinary action as set forth by the Shelby County Board of Education's Code of Conduct.

### **Drugs and Alcohol**

CTEC will strictly adhere to the policy concerning drugs and alcohol as explained in the Shelby County Board of Education's Code of Conduct handbook. If students are in violation of that policy and are in possession of, under the influence of, or selling drugs or alcohol on school premises or during school related functions, the administration shall contact the parent and appropriate law enforcement officials. Students in violation of this policy will be subject to disciplinary policy as set forth by the Shelby County Board of Education's Code of Conduct.

## **Cell Phones/Electrical Devices**

The Shelby County Board of Education respects parent wishes for their children to bring a cell phone to school. However, the policy for our campus is that students cannot have cell phones/electrical devices out in the classroom without teacher permission and for instructional purposes. Devices must be stored in the area designated by the teacher. Devices must not be audible during the instructional period. The school is not responsible for attempting to recover lost or stolen cell phones or devices.

.When students violate the policy for cell phones, the cell phones will be confiscated and the following consequences may be applied:

1st offense: Confiscation of cell phone, In school suspension, parent/guardian contact.

2<sup>nd</sup> offense: Confiscation of cell phone; Saturday School, parents/guardian are required to pick up the phone.

3rd Offense: Confiscation of cell phone; Suspension and student loses privilege for remainder of grading period.

The Shelby County code of Conduct Cell Phone/electrical device policy will be enforced. Students whose cell phones contain any illegal or inappropriate material are subject to the appropriate school consequences, as well as possible legal consequences. There is an expectation of privacy in all restrooms, locker rooms and performance areas; therefore cell phones or other recording devices are banned from use in these areas.

Other electronic devices can also be used to communicate or disrupt the educational environment. They will also be subject to the same policies as cell phones. They include: iPods, handheld game devices, cameras, etc. Students bring all of these devices, and other items not included, at their own risk. CTEC is not responsible for attempting to recover these items should they be lost or stolen. The CTEC is not liable for damages or loss of these items.

**Students are only allowed to be on cell phones; 1.) With teacher permission and for instructional purposes in class, 2.) Before and after school, 3.) During class change, 4.) During lunch, 5.) During Myspace (break)**

## **Internet Use**

Students are not allowed to use the internet without teacher permission, The Edgenuity program is only allowed to be accessed on the computers. It is important that students listen to the instructional components of the lesson in order to be successful. Therefore students are not allowed to listen to music during instruction. Students are not allowed to listen to music via

youtube or other music sites at anytime. Teachers may load music on Google classroom for students to listen to on quizzes and tests. Students must first get teacher permission prior to accessing this site. Students who violate this policy will be subject to disciplinary actions as found in the student Code of Conduct.

### **Dress and Appearance**

Students are required to follow the dress code as outlined in the Shelby County Student Code of Conduct. **Due to safety hazards, our career technical teachers are given the right to implement class specific dress codes and requirements to insure the safety of all students.**

Appropriate dress, neatness, and cleanliness are expected of all students. Any article of dress that tends to draw unfavorable attention, interferes with instruction, or threatens health or safety is considered out of order. CTEC strongly emphasizes teaching students the proper dress and appearance for the workplace. We believe that school prepares us for college, careers, and life and that professionalism is central to success. Once a month students in our program are encouraged to participate in a "Dress for Success" day. Students who participate are eligible for prizes in a monthly drawing.

Students violating the dress code policy will have their parent/guardian contacted to bring a change of clothes or may be given the option to wear healthcare scrubs when appropriate. Students will also be assigned In school suspension. Repeated violations may result in other consequences such as Saturday School or suspension.

### **Teachers' Workroom**

The teachers' workroom is a private facility for teachers only. The drink and snack machines in the lounge are not to be used by students at any time.

### **Clean-up and Care of Facilities**

All students and teachers at CTEC are expected to accept the responsibility of helping to take care of school property. There will be an allotted clean-up time before the end of the class when deemed necessary by the instructor. All students are required to help keep shops and classrooms clean and in good order. Clean-up time is to be used only for the purpose of cleaning up and changing of shop/work clothes when necessary. Students who deface or destroy property of the school will face disciplinary action and be required to pay for the damages. Students are also required to keep the outside lunch area clean or this area may be closed.



## **Transportation**

While attending the Success Program, students may drive to school or ride the bus. Student parking fees are \$15.00 a year (price may vary from year to year.) Car riders should arrive to school by 8:10 and will be dismissed at 2:30. Students may also choose to ride a bus to and from their base school. Buses arrive and leave at various times determined by the high schools' bus schedules.

Students riding buses are under school jurisdiction from the time they get on the bus in the morning until they get off the bus in the afternoon. Bus misconduct may result in the loss of bus privileges. Problems of poor conduct on school buses will be reported to the base school principal or the principal of CTEC. Unsafe practices or unacceptable conduct on the bus can void the privilege to ride the bus or to attend CTEC. The primary responsibility for safe conduct on the buses rests with each home school.

Students may ride with someone in a vehicle or drive in their own car, only after permission has been granted by completing the proper paperwork (Driving/Riding Agreement). Students who do not follow the proper procedures may lose riding and/or driving privileges at any time and be subject to other disciplinary actions.

Driving/riding permission forms are issued through the main office. Students must provide a driver's license, proof of liability insurance, signed permission from parents, signed permission from the base school principal, and signed permission from CTEC principal, along with his/her payment for the parking permit. All CTEC car drivers will be issued a numbered parking lot space and will park in this location only.

Students will only be allowed to go to their vehicles in the case of an extreme emergency with administration approval.

**Under the Shelby County Board Policy, all students who drive a vehicle on campus will be subject to random drug testing/searches. The board policy will be given to all students when applying for a parking permit.**

## **Missing the School Bus**

Students missing the bus at their base school must report directly to the office. The base school administration will direct students on what to do. The base school administrator may give permission to drive to CTEC. A CTEC administrator should be notified when students are in route to school. Students are only allowed to work on instructional material at their base school only with permission from the Success program staff and with proper supervision. Students

failing to meet this criteria will not be credited with work done at the base school and will have to redo those assignments upon return back to the Success program campus.

If students miss the bus from CTEC back to their base school, they must report to the main office. The base school will be notified and another means of transportation will be decided.

### **Securing Valuables**

**Due to the nature of our program being technology driven, book bags are not allowed in class. Any book bags brought to campus must be left in the main office.** Students who repeatedly bring book bags to school will be subject to disciplinary actions as found in the code of conduct. Students are allowed to carry a binder with notebook paper, and writing utensils. Headphones/earbuds may be worn in class but not in the hallway. The school will not be responsible for any personal items lost, stolen, or damaged. It will not be the responsibility of the school to secure electronic devices such as headphones, earbuds, and cellular phones. The Shelby County Student Code of Conduct expressly prohibits playing cards. Valuable items or large sums of money should not be brought onto campus.

### **Medication**

Prescription medicine will be delivered to CTEC by a parent or guardian. After obtaining the proper paperwork, prescription medicine must be kept in the main office and dispensed by an authorized school employee. Over-the-counter medication must also be brought in by the parent or guardian and can be given for 2 weeks with the parent's signature. All medications must be in the original containers. **Absolutely no medication will be administered without the proper paperwork on file.** Students may not be in possession of any prescription or over-the counter medication at any time.

### **Student Illness**

If students become ill while at CTEC, they should notify the instructor and report to the nurse's office. Every effort will be made to contact the parent/guardian. Parents/Guardians are required to arrange transportation. CTEC cannot be responsible for taking students home.

### **Snack**

Food and drinks are available at CTEC. They are to be eaten only in designated areas as assigned by instructors. Students should always clean up after having a snack. Failure to do so may result in the loss of snack privileges.

## **Lunchroom**

All lunches must be eaten in the lunchroom. No one will be permitted to leave campus to get lunch or have lunch brought by someone without permission. Students are to report to the lunchroom at the specified time, stay in line, and keep their conversations to a minimum. After eating, students are to dispose of their trash and make sure their eating area is left clean for the next group of students. Students are not allowed to leave the lunchroom without a pass from a teacher. Full-time students in the Success Program may bring lunch from home or buy lunch from the Child Nutrition Program each day at a cost of \$2.50..

Students and parents are reminded that there is a free or reduced lunch program available for those families that qualify. This information is confidential. Information concerning this program will be given out at summer registration.

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