

CCOC is the premier career technical training center in northern California serving the high schools in the following six districts:

Campbell Union High School District

*Boynton High School
Del Mar High School
Prospect High School*

*Branham High School
Leigh High School
Westmont High School*

East Side Union High School District

*Andrew Hill High School
Foothill High School
James Lick High School
Oak Grove High School
Piedmont Hills High School
Silver Creek High School*

*Evergreen High School
Independence High School
Mt. Pleasant High School
Overfelt High School
Santa Teresa High School
Yerba Buena High School*

Los Gatos-Saratoga Joint Union High School District

Los Gatos High School

Saratoga High School

Milpitas Unified School District

Milpitas High School

Calaveras Hills High School

San Jose Unified School District

*Broadway High School
Leland High School
Lincoln High School
San Jose High Academy*

*Gunderson High School
Liberty High School
Pioneer High School
Willow Glen High School*

Santa Clara Unified School District

*New Valley High School
Wilcox High School*

*Santa Clara High School
Wilson High School*



2010-2011

Student Handbook



Career & College Preparation

760 Hillsdale Avenue
San Jose, CA 95136

www.metroed.net

I would like to welcome you to the Central County Occupational Center. You are to be congratulated for making such a good choice in preparing for the future, as many successful students have done before you.

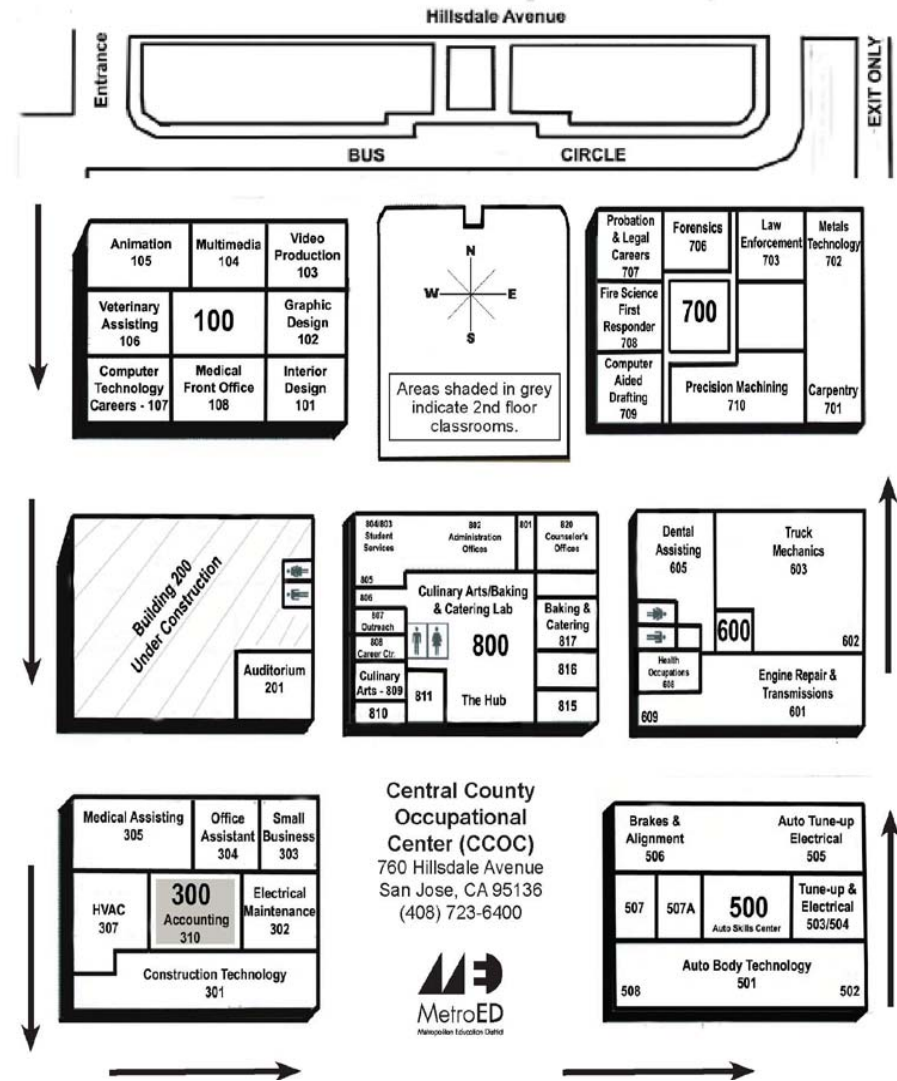
All CCOC courses offer community college credits for those students who successfully complete the course work with an A or B grade. Our programs will also prepare you to enter the workforce for better paying jobs.

CCOC will provide you with a safe and supportive environment made up of knowledgeable instructors and state-of-the industry equipment.

I look forward to meeting you on campus this year. Learning at CCOC will be fun, involved and rewarding.

John Fox
Director

CCOC Campus Map



**Central County
Occupational
Center (CCOC)**

760 Hillsdale Avenue San Jose, CA 95136 (408) 723-6400



MISSION STATEMENT

Central County Occupational Center (CCOC) educates eligible high school and adult students for success in careers and college in a professional, hands-on environment.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

- ☆ Acquire occupational specific competencies
- ☆ Demonstrate academic proficiency in math, science, reading, language arts, or writing as appropriate for the occupation
- ☆ Work independently and collaboratively
- ☆ Develop appropriate job search strategies and resources
- ☆ Explore college and advanced training options

WASC

(WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES)

Central County Occupational Center (CCOC)
is a WASC certified school

Many of CCOC's programs are certified by professional organizations

SCHOLARSHIPS

CCOC has a number of scholarships students may earn or apply for. Consult your teacher or CCOC Career Counselor. Scholarships are available for:

- Continuing Education
- Career Specific
- Job Entry Support
- Excellence in Achievement
- Apprenticeships
- Others



What Can You Be!

OPTIONAL EVENING PROGRAM

High school students enrolled in day programs may also enroll in CCOC vocational evening programs (listed below) for additional credit, if space is available. Students may earn high school credit for attendance, upon completion of the class. This equates to approximately five (5) credits per semester. Any interested high school student must have written approval from their home school and parents before enrolling. The approval form may be obtained from the Student Services office, Room 803. Students must provide their own transportation. Students may earn credits in the following evening classes:

(Visit Student Services for more information)

Air Conditioning	Clinical Unit Secretary
Auto CAD	Crime Scene Investigation
Auto Body Repair & Refinishing	Health Occupations
Auto Transmissions	Medical Asst. Terminology
Baking & Catering (Baking)	Medical Asst. Back Office
Building Maintenance (Carpentry)	Welding / All Levels
Building Maintenance (Electrical)	

COLLEGE ARTICULATIONS

Students earning a grade of "A" or "B" for two semesters may earn college credit at one or more of the following community colleges. Please consult with your instructor for the amount of credit earned and for the specific colleges where credit is earned.

DeAnza College	Mission College
Evergreen Valley College	San Jose City College
Foothill Community College	West Valley College

CENTRAL COUNTY OCCUPATIONAL CENTER/PROGRAM

760 HILLSDALE AVE, SAN JOSE, CA 95136

Administration	408-723-6400
Student Services	408-723-6407
Student Advisor	408-723-4242
Administration FAX	408-266-6531
Registration FAX	408-448-0687

ADMINISTRATIVE STAFF

John Fox, Director / Principal

Sylvia Evans	Assistant Principal, Off Campus
Tom Mullin	Assistant Principal
Peter Vrabel	Dean, Student Services
Bill Connolly	Evening Site Supervisor

CCOC CLASS SCHEDULE

Students may attend CCOC for either morning or afternoon sessions. Times may vary depending on the home school; however, a **typical day** for a CCOC student may be as follows:

Morning CCOC student:

Morning schedule:

6:45 to 7:00 a.m.	Board the bus from home school to Occupational Center
7:30 to 10:30 a.m.	CCOC class session (15 credits for full semester)
10:30 a.m.	Board bus to return to home school

Afternoon schedule:

Required classes at the home school.

OR

Afternoon CCOC session:

Morning schedule:

Required classes at the home school

Afternoon Schedule:

11:45 to 12:00 p.m.	Board bus from home school to Occupational Center
12:30 to 3:30 p.m.	CCOC class session (15 credits for full semester)
3:30 p.m.	Board bus to Return to home school

INSTRUCTORS

AGRICULTURE & NATURAL RESOURCES

Veterinary Assistant	Christine Smith <i>csmith@metroed.net</i>	723-4247
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ARTS, MEDIA, & ENTERTAINMENT

Animation	Eric Whitman <i>ewhitman@metroed.net</i>	723-4241
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Graphic Design	Ken Schirle <i>kschirle@metroed.net</i>	723-6487
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Multimedia	Dale Poor <i>dpoor@metroed.net</i>	723-6492
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Video Production	Jeff Schmidt <i>jschmidt@metroed.net</i>	723-4206
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BUILDING TRADES & CONSTRUCTION

Air Conditioning/Refrigeration/Heating	John Tawney <i>jtawney@metroed.net</i>	723-6420
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Carpentry	Kurt Cheetsos <i>cheetsos@metroed.net</i>	723-4231
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Electrical Maintenance	Scott Hall <i>shall@metroed.net</i>	723-4222
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ENGINEERING & DESIGN

Computer Technology Careers	Justin Locketz <i>jlocketz@metroed.net</i>	723-4229
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FASHION & INTERIOR DESIGN

Interior Design	Wendy Yegge <i>wyegge@metroed.net</i>	723-6490
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FINANCE & BUSINESS

Accounting and Financial Careers	Sara Crowder <i>scrowder@metroed.net</i>	723-4210
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STUDENT ORGANIZATIONS

Student Council

Each class will select both a morning and an afternoon student to represent that class in student council. The council meets one day each month for both AM and PM students. Student council members will be able to schedule and conduct approved functions throughout the school year.

Clubs and Organizations

SkillsUSA is a national organization where students in specific trades may be invited to compete and then advance to local, regional, and national competitions.

All students are encouraged to participate in career specific organizations. Consult your teacher about other student or professional organizations.



*“Keep your dreams alive. Understand to achieve anything requires faith and belief in yourself, vision, hard work, determination and dedication. Remember all things are possible for those who believe.” **Gail Devers***

PROGRESS REPORTS

Progress reports will be sent to both the home high school and the student's parent or guardian for any student whose grade has dropped one full letter grade, is performing unsatisfactorily or is in danger of failing.

LEAVING CAMPUS

CCOC is a closed campus. Students may not leave the campus without parental and office permission. Capitol High students may not leave campus between morning and afternoon sessions.

FIELD TRIPS

Most CCOC field trips will occur within regular class hours. Teachers will distribute permission slips, which must be returned with parent or guardian signatures. Field trips, which extend beyond regular class hours will require home school permission as well. This permission form will remain on file in the Student Services office.

IDENTIFICATION

All students will be issued a CCOC identification badge. Students must wear their identification at all times while on campus. Badges must be visible on the upper half of the torso. Students are to present their identification to any staff member upon request. Students who lose, damage, or vandalize their ID badges will be required to replace the Badge at their cost.

LOCKERS

Some classes will offer lockers for personal storage at no cost. These lockers are to be locked with CCOC issued locks only. These lockers are considered CCOC property and are subject to search by school staff at any time.

LOST & FOUND

The CCOC lost and found is located in the Student Services office, Room 803. Items left for more than one semester will be donated to a local charity or discarded.

HEALTH SCIENCE & MEDICAL

Dental Assisting	Gina Fleming <i>gfleming@metroed.net</i>	723-6478
	Michelle Sugden <i>msugden@metroed.net</i>	723-6497
Health Occupations	Collette Betters <i>cbetters@metroed.net</i>	723-6479
Medical Assisting	Nancy Boring <i>nboring@metroed.net</i>	723-6498
	Victoria Straubinger <i>victoria@metroed.net</i>	723-4274
Medical Office Careers	Madeleine Dasalla-Disanto <i>mdisanto@metroed.net</i>	723-6494

HOSPITALITY, TOURISM & RECREATION

Baking and Catering	Jan Joseph <i>jjoseph@metroed.net</i>	723-4250
Culinary Arts	Nancy Joseph <i>njoseph@metroed.net</i>	723-4205

Information and Technology

Office Assistant	Alice Rodriguez <i>alicer@metroed.net</i>	723-6477
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MANUFACTURING & PRODUCT DEVELOPMENT

Computer Aided Drafting (CAD)	Ray Behvand <i>rbehvand@metroed.net</i>	723-4244
Metals Technology	Pat Haney <i>phaney@metroed.net</i>	723-4238
<i>Precision Machining</i>	John Betts <i>jbetts@metroed.net</i>	723-4203

MARKETING, SALES & SERVICE

Small Business Management	Peggy Nutz <i>pnutz@metroed.net</i>	723-4237
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PUBLIC SERVICES

Fire Science/First Responder	Phil Gonzalez <i>pgonzalez@metroed.net</i>	723-4246
	Oscar Tovar <i>otovar@metroed.net</i>	723-4276
Forensic Investigation	Marty Eryavec <i>meryavec@metroed.net</i>	723-4273
Law Enforcement	Rico Sciaky <i>rsciaky@metroed.net</i>	723-4240
Probation & Legal Careers	Mark Adams <i>madams@metroed.net</i>	723-6744

TRANSPORTATION

Auto Body Repair & Refinishing	Nathan Chukes <i>nchukes@metroed.net</i>	723-4239
	Robert McTaggart <i>mtaggart@metroed.net</i>	723-6563
<i>Automotive Careers</i>		
Brakes & Alignment	James Walker <i>jwalker@metroed.net</i>	723-4232
Engine Repair	Tom Gholamipour <i>tgholami@metroed.net</i>	723-4226
Transmissions	Charlie Thompson <i>cthompso@metroed.net</i>	723-4235
Tune-Up & Electrical Systems	Ed Van Hagen <i>vanhagen@metroed.net</i>	723-4233
Truck Mechanics	Michael Cortese <i>mcortese@metroed.net</i>	723-4209

GRADES

Students will be graded in three areas; academic, technical, and employability. These skills will be evaluated using standards developed for industry and business sectors, adopted by the California State Board of Education and/or Department of Education. CCOC program teachers develop appropriate rubrics to evaluate students. The accepted school-wide definitions are;

Academic: The knowledge gained through classroom presentations, demonstrations, lectures, textbooks and related media and/or activities. These skills can be evaluated through the use of objective and subjective testing.

Technical: The application of skills and knowledge to produce a product, provide a service and/or perform a function. These skills can be evaluated by observing performance.

Employability: The skills, qualities and behaviors that are not specific to technical or academic areas but are important to success in the work-related situations. These skills can be evaluated by observing punctuality, self-discipline, participation, working with others, adhering to school policies, following directions, attendance and other behavioral indicators.

“A”	Exceptional skill development in the Technical, Academic and Employability criteria. The student demonstrates excellent potential for employment
“B”	Above average skill development In the Technical, Academic and Employability criteria. The student demonstrates good potential for employment
“C”	Average skill development in the Technical, Academic and Employability criteria. The student demonstrates limited potential for employment
“D”	Poor skill development in the Technical, Academic and Employability criteria. The student does not demonstrate potential for employment.
“F”	Unsatisfactory skill development in the Technical, Academic and Employability criteria.

Grades are issued every six weeks and are reported to the student and their home school. Students who receive a “D” grade at the semester may not continue in their existing CCOC class without a parent conference and an improvement plan in place.* They may not transfer to another class. Students who receive an “F” grade at the semester may not continue at CCOC.

* An improvement plan will identify what criteria a student must successfully achieve in order to succeed second semester. The student, student’s parent/guardian, counselor and teacher must sign this plan. Not meeting these expectations may result in the student being dropped from CCOC.

DRILLS & EMERGENCY PROCEDURES

Drills will be conducted periodically throughout the school year. All students and visitors (youth and adult) are required to participate in these drills to ensure their safety in the event of an actual emergency.

In the event of an actual natural disaster or other emergency situation, students may be required to stay on the CCOC campus longer than their scheduled class time. Students must be released by a staff member before they may leave the campus. Minors may be released with parental permission only.

PARKING

Students wishing to park on campus must obtain a parking sticker and display it in the front window of his/her vehicle. Parking Permit and Sticker Request form is available through instructors or the Student Services office. No student parking is allowed in the visitor spaces, red zones, staff parking or the bus circle at any time.

Driving privileges may be revoked for unsafe driving practices or violation of school rules.

ENROLLMENT PROCEDURE

Home high school district counselors are responsible for enrolling and counseling students for all CCOC programs. Course descriptions are available through counselors or through the Student Services office at CCOC to assist students in selecting a course of study.

High school students have priority in all CCOC Day programs. Each participating district has an allotted number of spaces available. Unfilled spaces are open to all participating districts on a "first-come" basis. Once all high school students are enrolled, the remaining spaces are open to adult registration.

If a program becomes full, a waiting list is established. Most classes are "open-entry" which allows available spaces to be filled throughout the semester for full or partial credit. Credit issued will depend on hours attended.

The CCOC Program Representatives are available to interested students and parents for tours of the campus. A Student Advisor is also available to assist students with counseling issues.

VOCATIONAL COUNSELORS / ADVISORS

San Jose Unified School District	Shawn Casucci <i>shawn_casucci@sjusd.org</i>	723-4248
Campbell Union High School District	Chris Carlisle <i>carlisle@cuhsd.org</i>	723-4202
County Office of Education	Paul Cachopo <i>Paul_cachopo@sccoe.org</i>	573-3070
Central County Occupational Center	Chantu Nguyen <i>cnguyen@metroed.net</i>	723-4242
Job Corps	Sam Yang <i>Yang.sam@jobcorp.org</i>	937-3245
	Caruthia Archie <i>Archie.caruthia@jobcorps.org</i>	937-3296



My goal is to translate response into results. Some teachers teach for others to learn. That's not me. Some teachers teach for others to accomplish. That is me. --**Jim Rohn**

ADMISSION REQUIREMENTS

To be eligible for enrollment, a student must reside within one of our six participating school districts: Campbell Union High School District, East Side Union High School District, Los Gatos-Saratoga Joint Union High School District, Milpitas Unified School District, San Jose Unified School District, or Santa Clara Unified School District.

High School Students: A student must be enrolled in the 11th or 12th grade at one of the participating high schools. Sophomore students may be admitted if they are at least 16 years of age or have a formal 4-year Vocational Plan on file. Participating schools may establish additional criteria. Students may obtain enrollment information from the counselor at their high school or by calling 408-723-6407.

Adult Students: CCOC accepts enrollment of adult students for the purpose of fulfilling a specific career objective. These students are responsible for the tuition for the class. High school students receive priority placement in each program. Contact the Student Services office for information on adult registration dates.

ACCIDENT INSURANCE

Accident insurance coverage at CCOC is offered by an outside source at a moderate price. An insurance waiver form with a parent or guardian's signature will be required for those declining coverage.

ADVISORY COMMITTEES

Advisory committees are an integral part of each of our instructional programs. These committees are composed of individuals who work in or who are directly related to that particular instructional area. Each instructor is responsible for organizing an advisory committee that gives general direction and input to the program.

Advisory committees provide guidance on course content and equipment necessary to provide up-to-date instruction. Persons interested in serving on a committee are encouraged to call 723-4221

“The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack of will”

Vince Lombardi

DRESS CODE

This campus is a job training facility; therefore, we strive for an appropriate, professional image. All clothes must conform to campus and classroom standards. We want to put our best foot forward. The rules of decency apply.

The dress code will be enforced anytime students are on campus, involved in any school function on or off campus and on the school bus.

Teachers may have additional requirements for their specific class.

- 1) Clothes will be clean, hemmed and free of holes.
- 2) A student may not wear clothing more than one size larger or smaller than the student's current size.
- 3) All pants must be worn at the waist and provide full coverage of underwear; i.e., no sagging pants. No hip huggers.
- 4) Shorts and skirts must be no shorter than mid-thigh when seated. Slits in skirts must be no higher than the acceptable skirt/short length.
- 5) All students must wear tops conforming to standards of employment for their instructional area. In addition, shoulder straps or sleeveless blouses must be no shorter than the edge of the shoulder and must provide full coverage of undergarments. Tank tops, halter tops, narrow straps, midriff tops and low cut tops are not permitted. Torsos will be covered at all times; see-through clothing or pajamas are not allowed.
- 6) Any clothing that denotes gang affiliation (“colors”), or professional sport affiliation is not allowed.
- 7) Graphics on clothing and accessories in the form of statements or pictures that are offensive in nature are not allowed. Statements or pictures referring to violence, drugs, alcohol, gang affiliation or sexual suggestions or that are racially demeaning are not allowed.
- 8) Bare feet or house slippers are not allowed. Sandals are acceptable only where the class area does not require other footwear for safety reasons.
- 9) No head coverings are allowed in common areas of the campus, although some classes may permit or require hats in the shop areas. Head coverings required by specific religious groups are allowed.

Non-compliance of dress code may require student to call home for parents to bring appropriate clothing to CCOC or pick up the student. The student may return to class only when appropriately dressed. Continued non-compliance may result in suspension or other disciplinary action.

CONDUCT ON SCHOOL BUS

Bus transportation to CCOC is available for all high school students to and from their home school. Students who choose to ride the school bus must adhere to the following rules.

CCOC students must respect the authority of the bus driver. Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver is responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. Continued disorderly or persistent refusal to submit to the authority of the driver shall be sufficient reason for pupil to be denied transportation. The driver of a school bus shall not eject any CCOC student unless the pupil is given into the custody of a parent, guardian or school administrator.

CCOC students will refrain from:

- exposing arms or body outside windows
- boisterous or loud behavior
- violation of safety procedures
- defacing or destroying bus property
- using unauthorized exits
- eating or drinking on bus
- fighting or scuffling on bus or at bus stop
- refusing to obey driver or threatening driver
- smoking
- spitting or throwing objects on, at, or out of the bus
- using profanity/indecent language or obscene gestures
- refusing to remain seated while bus is in motion
- using cigarette lighter
- showing improper ID when requested
- riding bus after receiving a bus suspension
- setting fires
- striking matches
- other disruptive activities

Any CCOC student committing any of the infractions listed above may receive school suspension.

Attendance

Absences: Parents are responsible for reporting and verifying their students' absences. For high school students, a parent or guardian should phone the student's instructor on the date of the absence and provide a signed note, stating the reason for the absence and dates missed, when the student returns to school.

High school students who must attend home high school testing will not be penalized provided they bring a signed **Home School Test Verification Form** supplied by CCOC. Students will not be credited with attendance hours for testing days missed.

Tardiness: Students are expected to be on time each day. Students who are late for class due to a late school bus will not be considered late. Student Services will issue those students a late bus pass. All other tardies are considered unexcused. Three (3) unexcused tardies are considered equivalent to one (1) absence. Students who are late should report directly to class.

Consequences of Absences:

- a. Phone Call:** Absences will result in a phone call to the student's parent/guardian and to the home school counselor by CCOC teacher.
- b. Written Notification:** A total of four (4) absences will result in a written notice being sent to the student's home and the home school counselor from CCOC administration.
- c. Probation:** Four (4) additional absences will result in a second notice being sent home and to the home school counselor. The student will be placed on attendance probation by CCOC administration.
- d. Parent Conference:** Continued absences are cause for the CCOC administration and the student's advisor to review the student's progress and to consider a reduction of credit and/or complete withdrawal from the program. A parent and the home school will be contacted, and a parent/teacher/administrator conference may be required before the student can return to CCOC.
- e. Adult students** will be dropped from CCOC on their tenth (10th) absence.

Graduation required credits are based upon hours of attendance, and excessive absences may result in loss of credits.

BREAKS

Teachers may allow their class one ten-minute break every other day. Breaks may only be taken at the time assigned to each class. Students may purchase food and beverages at the school *THE HUB*. All food and beverages must be consumed in *THE HUB* or patio area. No food may be consumed in the classrooms.

CERTIFICATES

Certificates of Achievement will be awarded to students who successfully complete a one or two-year program with an A, B, or C grade.

COMMUNITY CLASSROOM / INTERNSHIPS

Many programs include a training component in which students are assigned to paid or non-paid training stations in businesses and industries throughout the community. To be eligible, students must have their instructor's recommendation, meet minimum grade standards and provide their own transportation.



BEHAVIOR POLICY & DISCIPLINARY ACTION CHART (CONT.)

VIOLATION		
13. Engaging in harassment of another student or staff. 14. Violating safety rules. 15. Forging notes/dishonesty. 16. Cutting class or leaving campus without permission. 17. Using tobacco or tobacco products on the school campus. 18. Using electronic signaling devices (cellular phones, pagers, etc.) during class hours. 19. Failing to follow appropriate CCOC dress code. 20. Chronic tardiness or truancy. 21. Using skateboards, roller blades, scooters, or bicycles on campus.		
ACTION TAKEN		
FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<p><u>Depends on Severity</u></p> <p>Warning</p> <p>1-3 day suspension</p> <p>Behavior Contract signed</p> <p>Possible return to home school</p>	<p><u>Depends on Severity</u></p> <p>Teacher-Parent conference</p> <p>Home School contact</p> <p>3-5 day suspension</p> <p>Warning of possible termination from class; sent home to parents</p> <p>Possible return to home school</p>	<p>Return to home school for remainder of semester</p>

You can't hit a home run unless you step up to the plate. You can't catch fish unless you put your line in the water. You can't reach your goals if you don't try.

- Kathy Seligman

BEHAVIOR POLICY & DISCIPLINARY ACTION CHART

VIOLATION	
<ol style="list-style-type: none"> 1. Causing, attempting to cause, or threatening to cause physical injury to another person. 2. Possessing, selling or furnishing any firearm, knife, explosive, or other dangerous object. 3. Committing or attempting to commit or assisting in robbery or extortion (including theft of school property). 4. Destruction of school or private property (including school bus). 5. Arson of school or private property. 6. Committing or attempting to commit sexual assault or sexual battery or any form of sexual misconduct or harassment. 7. Possessing, using, selling or furnishing any illegal drug or drug paraphernalia, or being under the influence of any controlled substance, alcoholic beverage or other intoxicant. 	
ACTION TAKEN	
<ul style="list-style-type: none"> • Police Called • Home School Contact • Parent-Teacher and/or Administrator conference • Return back to home school for up to one full year 	

VIOLATION	
<ol style="list-style-type: none"> 8. Inappropriate use of internet access as explained in MetroED's Acceptable Use Policy. 9. Committing an obscene act or gesture or engaging in habitual profanity or vulgarity. 10. Disrupting school activities or willfully defying school personnel engaged in the performance or their duties. 11. Exhibiting disruptive behavior on a school bus. 12. Engaging in any physical or verbal gang-related activity, including but not limited to graffiti/tagging, wearing gang "colors" or displaying gang signs, etc. 	
ACTION TAKEN	
FIRST OFFENSE	SECOND OFFENSE
<p><u>Depends on Severity</u></p> <p>Home School Contact</p> <p>Parent-Teacher and/or Administrator conference</p> <p>1-3 day Suspension</p> <p>Possible return to home school for up to one full year.</p>	<p>Possible return to home school for up to one full year</p>

ELECTRONIC DEVICES

Cell phones, beepers, pagers, radios, CD players, MP3 players, electronic games or other similar equipment must be turned off at all times during class hours. Use of these devices on campus may result in disciplinary action as outlined in the Student Behavior Policy and Disciplinary Action Chart (page 15). Repeated offenses may result in item being held for parent pick up.

CCOC emphasizes that the use of electronic devices is not allowed. Devices must be turned off and secured away. CCOC is not responsible for lost or stolen devices.

COMPUTER USE

All students will be required to sign and abide by a Computer and Network Acceptable Use Contract. This contract states the rules and procedures that a student must follow to use the computer and access the internet. These contracts are distributed by the teacher and require student and parent signatures. This contract will be kept on file in the Student Services office. Improper or inappropriate computer use will result in disciplinary action as outlined in the Student Behavior Policy and Disciplinary Action Chart (page 14).

CREDIT

Credits are earned through hours of attendance.

- 1) Units of credit are granted for hours of attendance at CCOC and issued through the home school. Credits earned may drop due to lack of attendance. Students may earn up to 15 credits per semester or 30 credits for the school year. Sending districts may require that students must finish the semester to earn the credits. Units granted are elective credits or, in some cases, a combination of elective and academic credits at home school discretion.
- 2) Partial Credit: Students who enroll after the first three weeks of the start of a semester and no later than seven weeks prior to the end of the semester may earn partial credit. Students may lose credit due to excessive absences.
- 3) No Grade (no credit): A "no grade" (NG) may be issued if a student is enrolled, or has attended, for less than three weeks and has made no progress toward the objectives of the program. Students who have not attended a minimum of 75 hours will not receive credit.

CCOC and home school calendars sometimes do not match. CCOC supplies transportation from students' home schools and back. With the exception of scheduled home school holidays and state-mandated testing days, students are expected to attend CCOC classes whenever classes are scheduled.

2010-2011 SCHOOL YEAR

CCOC/CAPITOL HIGH SCHOOL INSTRUCTIONAL CALENDAR

Jul-10						
S	M	T	W	TH	F	S
			1	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Independence Day/Legal Holiday

Aug-10						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 SCHOOL BEGINS - CCOC - Day

FIRST DAY OF SCHOOL

23 School Begins - CCOC/Evening

Sep-10						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Holiday/Labor Day

10 Back to school night

Oct-10						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov-10						
S	M	T	W	TH	F	S
	1	2	3		5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 SECOND GRADING PERIOD ENDS

11 Veterans' Day/legal holiday

24 No Evening Classes - CCOC

25 Local Holiday

26 Thanksgiving/legal holiday

Dec-10						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 SEMESTER ENDS

LAST DAY OF ATTENDANCE

Holiday Break Dec. 20-Jan. 1

2010-2011 SCHOOL YEAR

CCOC/CAPITOL HIGH SCHOOL INSTRUCTIONAL CALENDAR

Jan-11						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 New Years Day/legal holiday

3 Staff Development - CCOC-Day/CHS

4 START SPRING SEMESTER

17 Martin Luther King/legal Holiday

Feb-11						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

11 FIRST GRADING PERIOD ENDS

Winter Break, February 21-25

22 President's Day/legal holiday

25 Presidents' Day/holiday

March - 11						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

25 SECOND GRADING PERIOD ENDS

25 OPEN HOUSE

April -11						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 Spring Day /local holiday

Spring Break, April 11-15

May-11						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Awards Ceremony

26 LAST DAY OF SCHOOL

30 Memorial Day/legal holiday

June-11						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			