



Student Handbook

2016-2017

The Capella Institute is a student-centered organization delivering excellence in education. Our team is committed to our students, our communities and each other. We believe that our cohesion and moral help us to achieve excellence in our schools. Our commitment to our students and our dedication to impacting their education through innovative methods makes us unique.

The Capella Institute was accredited in June 2011 by AdvancEd, the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the South Association of Colleges and Schools Council and Accreditation and School Improvement (SACS CASI) and the Commission of International and Trans-Regional Accreditation (CITA).

Capella High School
Main # 216-587-5282
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Attendance# 216-706-9844
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Student Conduct

The following behaviors are considered OFFENSES at The Capella Institute and will result in corrective action, up to and including a suspension, expulsion, or withdrawal, at the discretion of the Director.

1. Truancy
2. Dress Code Violation
3. Disruption of any kind
4. Cheating
5. Profane Language
6. Sexual Misconduct, harassment, and/or improper language or inappropriate touching
7. Smoking
8. Sleeping during class session
9. Disobedience
10. Out-of-Bounds
11. Possession of prohibited items
 - a. Cell phones, pagers
 - b. Any electronics devices
 - c. Food and beverages in unauthorized areas
 - d. Drugs
 - e. Alcoholic beverages
12. Non-completion of assigned activities
13. Failure to provide name or identification to school personnel
14. Theft
15. Fighting or violence
16. Vandalism
17. Gang Activities
18. False fire and/or bomb alarm
19. Arson or attempted arson
20. Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance
21. Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, etc.
22. Wrongful conduct
23. Destruction and or intentional harm to person or property
24. Disrespect of the rights of others or other's property
25. Harassments, intimidation, or bullying behavior
26. Any other behaviors that the Director deems as offenses that will result in corrective action

*All excuses absences require appropriate documentation for approval

1. Medical appointment
2. Under a doctor's care
3. Automotive Mishaps (with appropriate tow truck or repair shop receipt)
4. Scheduled road test for a driver's license (with appropriate written documentation)
5. Employment (which cannot be conducted outside of school hours with appropriate written documentation from employer)
6. Death of an immediate family member
7. Personal Illness
8. Court appearances
9. Appointments that cannot be scheduled outside of school hours (case workers, probation officer, signing a lease, etc.)
10. Other absences as deemed appropriate by the Director and/or Principal. Any prolonged absence due to illness or other documented reason will also be excuse. Excused absences with documentation, such as a doctor's note or verification from the court, can still count against a student's average attendance percentage.

Please tear off

Student Handbook Acknowledgment

Please provide your signature below to confirm you have received, read, and understand the rules provided above.

Print Name _____ Date _____

Signature _____