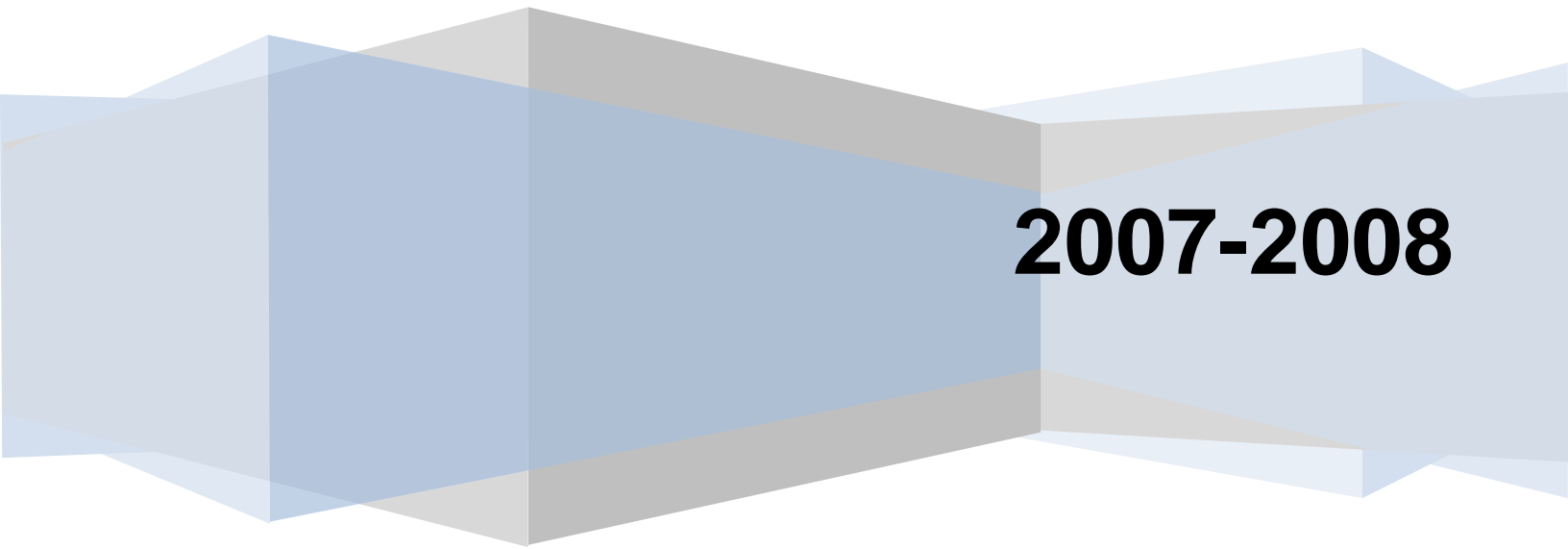


CCOC Student Handbook

Everything to be successful at CCOC



2007-2008

LOCKERS

Some classes will offer lockers for personal storage at no cost. These lockers are to be locked with CCOC issued locks only, and are subject to periodical inspection by CCOC staff. These lockers are considered CCOC property and are subject to search by school staff at any time. (E.C. 49050)

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.

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 student functions throughout the school year.

Skills USA / VICA*

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

**VICA - Vocational Industrial Clubs of America*

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 one (1) credit for every fifteen hours of 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 requested from the Student Services office, Room 803. Students must provide their own transportation. Students may earn credits in the following evening classes:

Air Conditioning

Auto CAD 2005

Auto Body Repair & Refinishing

Auto Transmissions

Basic Precision Machining

Building Maintenance I

Building Maintenance III

Clinical Unit Secretary

Intro to CNC Machining

Medical Asst. Terminology

Medical Asst. Back Office

Medical Transcription

Welding / All Levels

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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
Cosmetology 408-723-4211
Office FAX 408-266-6531

ADMINISTRATIVE STAFF

John Fox, Director

Sylvia Evans Assistant Principal, Off Campus
Tom Mullin Assistant Principal
Peter Vrabel Dean, Student Services
Ella Fay Cullen Cosmetology Coordinator
Chantu Nguyen Vocational Counselor

INSTRUCTORS

AUTOMOTIVE TECHNOLOGY

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

BUILDING TECHNOLOGY

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

BUSINESS TECHNOLOGY

Managerial Accounting	Kathie Melrose 723-6496 <i>kmelrose@metroed.net</i>
Office Assistant	Eileen Becker 723-6489 <i>ebecker@metroed.net</i>
	Alice Rodriguez 723-6477 <i>alicer@metroed.net</i>
Small Business Management	Peggy Nutz 723-4237 <i>pnutz@metroed.net</i>

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 class form will remain on file in the Student Services office.

GRADES

Letter grades take into consideration attitude, employability, technical skills, attendance, punctuality, and performance in relation to the student's selected career goal. Each 6-week grading period, CCOC will send a letter grade to the student's home high school indicating his/her progress toward a job goal. Parents or guardians will be sent a progress report if their student is in danger of failing or is performing unsatisfactorily. **The student must finish the semester to receive a final grade and credit.**

- "A" Exceptional skill development and production; good attitude and attendance. The student demonstrates excellent employment possibilities.
- "B" Above average skill development and production; good attitude and attendance. The student demonstrates good employment possibilities.
- "C" Average skill development and production; acceptable attitude and attendance. The student demonstrates limited employment potential.
- "D" Poor skill development and production; poor attitude and attendance, or both. The student demonstrates low employment possibility. A transfer and change of job goal is required unless the student and teacher develop an "Improvement Plan" and a copy of the plan is signed by the parent, counselor, teacher and student prior to the end of the semester.
- "F" Unsatisfactory skill development, production, attendance or a combination of these factors; failure to fulfill the requirements of the job goal. The student must transfer to a different program or be dropped from CCOC.

IDENTIFICATION

All students will be issued a CCOC identification card. Students must wear their identification at all times while on campus. Students are to present their identification to any staff member upon request. Students who lose, damage, or vandalize their ID cards will be required to replace the card at their cost.

DRILLS & EMERGENCY PROCEDURES

Drills will be conducted periodically throughout the school year. All students (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, students may be required to stay on the CCOC campus longer than their scheduled class time. All students must be released by school staff before leaving the campus. Minors may be released with parental permission only.

DRIVING & PARKING

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

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

ENROLLMENT PROCEDURE

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.

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.

ENGINEERING/INDUSTRIAL TECHNOLOGY

Computer Aided Drafting (CAD)	Ray Behvand	723-4244 <i>rbehvand@metroed.net</i>
Computer Technology Careers	Justin Locketz	723-4229 <i>jlocketz@metroed.net</i>
Metals Technology	Pat Haney	723-4238 <i>phaney@metroed.net</i>

HEALTH & COMMUNITY SERVICE

Dental Assisting	Gina Fleming	723-6478 <i>gfleming@metroed.net</i>
	Michelle Sugden	723-6497 <i>msugden@metroed.net</i>
Emergency Medical Technician / Fire Science	Phil Gonzalez	723-4246 <i>pgonzalez@metroed.net</i>
Emergency Medical Technician / Fire Science	Oscar Tovar	723-4276 <i>otovar@metroed.net</i>
Forensic Investigation	Voula Kokkalis	723-4273 <i>kokkalis@metroed.net</i>
Health Occupations	Collette Betters	723-6479 <i>cbetters@metroed.net</i>
Law Enforcement	Rico Sciaky	723-4240 <i>rsciaky@metroed.net</i>
Medical Assisting	Nancy Boring	723-6498 <i>nboring@metroed.net</i>
	Victoria Straubinger	723-4274 <i>victoria@metroed.net</i>
Medical Office Careers	Madeleine Dasalla-Disanto	723-6494 <i>mdisanto@metroed.net</i>
Probation and Legal Careers	Morena Pacheco	723-6744 <i>mpacheco@metroed.net</i>
Veterinary Assistant	Christine Smith	723-4247 <i>csmith@metroed.net</i>

VISUAL COMMUNICATIONS

Animation	Eric Whitman	723-4241 <i>ewhitman@metroed.net</i>
Baking and Catering	Jan Joseph	723-4250 <i>joseph@metroed.net</i>
Culinary Arts	Christine Fahey	723-4205 <i>cfahey@metroed.net</i>
Graphic Design	Ken Schirle	723-6487 <i>kschirle@metroed.net</i>
Interior Design	Wendy Yegge	723-6490 <i>wyegge@metroed.net</i>
Multimedia	Dale Poor	723-6492 <i>dpoor@metroed.net</i>
Video Production	Jeff Schmidt	723-4206 <i>jschmidt@metroed.net</i>

TEACHER ON ASSIGNMENT

Resource Teacher	Sara Crowder	723-4210 <i>scrowder@metroed.net</i>
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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

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.

DRESS CODE

The rules of decency apply. 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 dress code will be enforced anytime students are on campus and on the 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 should 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 is 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. If in doubt, check with your teacher.

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 possible grade reduction.

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.

CALIFORNIA EDUCATION CHAPTER 10, SECTION 39831.3

“AUTHORITY OF THE DRIVER. Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held 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 school pupil 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

Any CCOC student committing any of the infractions listed above will be given:

First Incident: WARNING or POSSIBLE SUSPENSION

Second Incident: WARNING OR SUSPENSION

Third Incident: BUS PRIVILEGE SUSPENDED
(pending parent conference)

ACCIDENTS AND INSURANCE

Some of the classes at CCOC involve activities requiring the use of industrial type equipment and/or heavy machinery. Accident insurance coverage 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.

ADMISSION REQUIREMENTS

To be eligible for enrollment, a student must reside within one of our six participating school districts; i.e., 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 (second semester sophomore standing recommended). 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 (those not currently attending a high school) for the purpose of fulfilling a specific career objective. These students are responsible for the tuition for the class. For most programs, the cost is currently \$150 per semester, plus a materials fee. High school students receive priority placement in each program. If space remains, adults are accepted. Contact the Student Services office for information on adult registration dates.

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.

CERTIFICATES

Certificates of completion will be awarded to students who successfully complete a one or two-year program.

ATTENDANCE

Absences: Each student is responsible for verification of every absence. For high school students, a parent or guardian should phone the student's instructor to verify the absence and submit a signed note. The reasons for the absence must be given. Absences may affect the student's credit in his or her class. Continued absences may result in a student being placed on an attendance contract, or being removed from the program.

High school students who must attend home school testing may have that time excused with a signed "home school test authorization form" supplied by CCOC.

Tardiness: Students are expected to be on time each day. Students late for class due to a late school bus will be considered excused. Students will be issued a late pass by the Student Services office. All other reasons for being tardy are considered unexcused. Three (3) unexcused tardies are considered equivalent to one (1) absence.

Student Attendance Policy:

- 1) Attendance is checked daily.
- 2) High school students are required to attend assigned classes daily in accordance with their District's calendar. **NOTE: Students should expect to attend CCOC on home school in-service days.**
- 3) Absences must be verified by parent, guardian, medical personnel, or by authorized health care services providers, in writing or by telephoning their instructor.
- 4) Absences cannot be made up.
 - a. Three (3) consecutive absences will result in home school contact from the home school counselor or CCOC staff.
 - b. A total of five (5) absences is cause to send a notice to the student's home and the home school counselor.
 - c. Five (5) additional absences result in a second notice to be sent home and to the home school counselor. Reassessment of the vocational objective is advised.
 - d. Continued absences are cause for the CCOC administration and the student's advisor to review the student's progress and to consider withdrawal from the program resulting in total loss of credits.

BEHAVIOR POLICY & DISCIPLINARY ACTION CHART (CONT.)

VIOLATION		
FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
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. No electronic signaling devices (cellular phones, pagers, etc.), bell to bell. 19. Failing to follow appropriate CCOC dress codes. 20. Chronic tardiness or truancy. 21. Using skateboards, rollerblades, scooters, or bicycles on campus.		
<p style="text-align: center;"><u>Depends on Severity</u></p> <p style="text-align: center;">Warning</p> <p style="text-align: center;">1-3 day suspension</p> <p style="text-align: center;">Behavior Contract signed</p> <p style="text-align: center;">Possible return to home school</p>	<p style="text-align: center;"><u>Depends on Severity</u></p> <p style="text-align: center;">Teacher-Parent conference</p> <p style="text-align: center;">Home School contact</p> <p style="text-align: center;">3-5 day suspension</p> <p style="text-align: center;">Warning of termination from class; sent home to parents</p> <p style="text-align: center;">Possible return to home school</p>	<p style="font-weight: bold; font-size: 1.2em;">Return to home school for remainder of semester</p>

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 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	
<p style="text-align: center;">Police Called</p> <p style="text-align: center;">Home School Contact</p> <p style="text-align: center;">Parent-Teacher and/or Administrator conference</p> <p style="text-align: center;">Return back to home school for up to one full year</p>	
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. 	
FIRST OFFENSE	SECOND OFFENSE
<p style="text-align: center;"><u>Depends on Severity</u></p> <p style="text-align: center;">Home School Contact</p> <p style="text-align: center;">Parent-Teacher and/or Administrator conference</p> <p style="text-align: center;">1-3 day Suspension</p> <p style="text-align: center;">Possible return to home school for up to one full year.</p>	<p style="text-align: center;">Possible return to home school for up to one full year</p>

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 in the school cafeteria. All food and beverages must be consumed in the cafeteria or cafeteria patio area.

COMMUNITY CLASSROOM / INTERNSHIPS

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

COMMUNICATION EQUIPMENT

Cell phones, beepers, pagers, radios, CD players, MP3 players, electronic games or other similar equipment must be turned off at all times. Use of these devices on campus may result in disciplinary action as outlined in the Student Behavior Policy and Disciplinary Action Chart (page 10).

COMPUTER USAGE

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 10).

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. Units granted are elective credits or, in some cases, a combination of elective and academic credits at home school discretion.
- 2) Partial Credit: Students must successfully complete the semester to earn 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.

**CCOC Day Program & Capitol High
Fall Semester 2007-2008**

July						
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				

4- Independence Day Holiday

August						
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	

29 – School Begins

September						
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						

3 – Labor Day Holiday

October						
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			

November						
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	

12 – Veterans Day Holiday Observed

22-23 – Thanksgiving Holiday

December						
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					

24-31 – Winter Shutdown Holiday

**CCOC Day Program & Capitol High
Spring Semester 2007-2008**

January						
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		

1-4 – Winter Shutdown Holiday

18 – Fall Semester Ends

21 – Martin Luther King Holiday

22 – Staff Development/Local Holiday

23 – Spring Semester Begins

February						
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	

18-22 – Winter Break

March						
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					

24-28 – Spring Break

April						
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			

May						
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

26 – Memorial Day Holiday

June						
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					

10 – School Ends – CCOC

12 – School Ends – Capitol High