2018-2019

Student/Parent Handbook

Be Ready! Be Respectful! Be Responsible!
### Washington County Career Center
#### 2018-2019 School Calendar

<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
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#### Important Dates:
- **Aug 20 & 21**: Teacher Inservice
- **Aug 22**: First Day of School
- **Sept 3**: Labor Day (SC)
- **Sept 21**: Progress Reports Due
- **Sept 27**: P/T Conf (4-7pm) (S Open)
- **Oct 19**: 1st Gr Per Ends (42.5 days)
- **Nov 12**: Veterans Day (SC)
- **Nov 21**: Progress Reports Due
- **Nov 22, 23, 26**: Thanksgiving Break (SC)
- **Dec 21**: 2nd Gr Per Ends (41 days)
- **Dec 24 - Jan 2**: Christmas Break (SC)
- **Jan 2**: Inservice (SC)
- **Jan 21**: M.L. King Day (SC)
- **Feb 1**: Progress Reports Due
- **Feb 7**: P/T Conf (4-7 pm) (S Open)
- **Feb 18**: Presidents’ Day (SC)
- **Feb 21**: Soph/Parent Night (4-7)
- **Feb 28 - Alternate**: Labor Day (SC)
- **Feb 28 - Alternate**: Labor Day (SC)
- **March 8**: 3rd Gr Per Ends (46 days)
- **March 28 - April 1**: Spring Break
- **April 12**: Progress Reports Due
- **April 19**: Good Friday (SC)
- **April 25**: P/T Conf/Soph Sch (4-7pm)
- **May 12**: Sr. Awards Ceremony
- **May 21**: 4th Gr Per Ends (50.5 days)
- **May 24**: Teacher Inservice
- **May 27**: Memorial Day (SC)

If required, make-up days would be: 2/18, 3/28, 3/29, 4/1

Board Approved: 4/12/18  Res #20-18
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<th>Topic</th>
<th>Page Numbers</th>
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<td>Equal Education Opportunity</td>
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<td>School Day</td>
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<td>Control of Blood-Borne Pathogens</td>
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<td><strong>Section II – Academics</strong></td>
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<td>Graduation Requirements</td>
<td>Career Technical Excellence</td>
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<td>Work Ethic Rubric</td>
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<td>Certificate of Competencies</td>
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<td>Classroom Environment</td>
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<td>Expulsion from School</td>
<td>Interrogation of Students</td>
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<td>Marietta High School</td>
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<td>Fort Frye High School</td>
<td>Warren High School</td>
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<td>Frontier High School</td>
<td>Waterford High School</td>
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<td><strong>Section XI - WCCC Board of Education/Faculty/Staff</strong></td>
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<td><strong>Student Handbook Acknowledgement Form</strong></td>
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Welcome to the Washington County Career Center.

We are pleased to have you on campus as part of our Career Center family. Our teachers and staff members are outstanding and are here to assist you as you prepare for your professional career. After completing your chosen program, you will have many options for your future. Some students choose to directly enter the workforce using skills obtained at the Career Center. Others may choose a branch of the military, while several students will continue their education by attending a two or four-year college or university. Our 15 career-technical programs prepare our students for job opportunities both locally and nationally. We are proud to provide business and industry quality employees with necessary skills for the 21st century.

The information contained in this student handbook is most important. Our established policies and procedures are constructed to create a healthy learning environment, and to help ensure student success. We tell all students: “Be ready; Be respectful; Be responsible.” We want our students to accomplish great things and to enjoy your time on our campus. Our administration, faculty and support staff will make every effort to see that your experience is both informative and rewarding as you continue your journey in furthering your education.

Michael Elliott

Secondary Director

Director/Title IX - Mr. Michael Elliott - 740-373-2766 Ext. 4010
Assistant Director/504 Coordinator - Mrs. Kaye Spiker - 740-373-2766 Ext. 4013
School Counselor – Mrs. Cynthia Schwendeman – 740-373-2766 Ext. 4017
School Counselor – Mrs. Stacy Elliott – 740-373-2766 Ext. 4016
Assistant to the Director – Mrs. Tina Duff – 740-373-2766 Ext. 4012
Attendance Secretary/Fees – Mrs. Melinda White – 740-373-2766 Ext. 4011
Chief Information Officer - Mr. Jerry Bradford - 740-373-2766 Ext. 4110
EMIS Coordinator – Mrs. Ann Winstanley – 740-373-2766 Ext. 4031
Health & Wellness Specialist – – 740-373-2766 Ext. 1080
Marketing & Events Coordinator – Mrs. Penny Jenkins – 740-373-2766 Ext. 4014
Office Assistant to the School Counselors –Mrs. Stacy Bradford – 740-373-2766 Ext. 4015
Superintendent – Dr. Dennis Blatt - 740-373-2766 Ext. 1040

Emergency Operation’s number - 740-885-5840

Student/Parent Handbook and Student Code of Conduct Adopted by the Board of Education on August 9, 2018.
This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the Career Center Director/Assistant Director. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the Board’s policies and the School’s rules as of August 9, 2018. If any of the policies or administrative guidelines referenced herein are revised after this date, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the Career Center Director and on the Career Center’s web site at www.thecareercenter.net.

MISSION OF THE SCHOOL

The mission of the Washington County Career Center is to prepare all career-bound students for life-long learning through quality academic education and technical literacy.

EQUAL EDUCATION OPPORTUNITY

The Career Center provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Career Center’s Compliance Officer:

    Mr. Michael Elliott
    Director
    740-373-2766 Ext. 4010

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.
# SCHOOL DAY

## REGULAR BELL SCHEDULE

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<td>1</td>
<td>8:15-9:41</td>
<td>Class/Lab</td>
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<td>2</td>
<td>9:42-11:07</td>
<td>Class/Lab</td>
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<td>Triple A Bell</td>
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<tr>
<td>Lunch A</td>
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<td>3</td>
<td>11:08-1:04</td>
<td>Class/Lab</td>
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<td>4</td>
<td>1:05-2:30</td>
<td>Class/Lab</td>
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## Activity Schedule

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<td>Block 3A</td>
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## Two Hour Delay Schedule

### (Students with Lab in the Morning)

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<tr>
<td>Block 1</td>
<td>10:15-11:12</td>
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<td>Block 2</td>
<td>11:12–12:08</td>
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<tr>
<td>Lunch</td>
<td>12:08-12:38</td>
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<td>Block 3</td>
<td>12:38–1:34</td>
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<td>Block 4</td>
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<td>Class</td>
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### (Students with Class in the Morning)

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<tr>
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<td>Block 4</td>
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<td>56</td>
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<tr>
<td>WISH Bell</td>
<td>2:27</td>
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If a student’s home school is closed due to a non-weather related reason (Conference days, etc.) and the Career Center is in session, the student is expected to be in attendance. Home schools will provide transportation.
GENERAL INFORMATION

ANNOUNCEMENTS
Students are responsible for information provided in the daily announcements. These announcements will be posted on a bulletin board located in the hallway near the high school office and emailed to students.

BULLETIN BOARDS
Permission must be obtained from the Director/Assistant Director prior to a student displaying any information on a bulletin board or other locations throughout the building.

CELL PHONES
Students may use cell phones before school, during lunch and after school. Cell phones may be used in the class/lab only with prior permission from the instructor.

CONTROL OF BLOOD-BORNE PATHOGENS
Washington County Career Center seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the health & wellness specialist.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student’s blood tested for Hepatitis B and HIV either by his/her physician or Marietta Memorial Hospital. The student’s parents are encouraged to consult with the student’s physician concerning any necessary post-exposure treatment.

COURSE DROP DATE
Students will not be able to drop a course after ten (10) days. Program transfers may only occur during the first ten (10) days of the first semester and only with the approval of both program teachers.

EARLY DISMISSAL
No student may leave school prior to dismissal time without a parent or guardian calling, submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.
EMERGENCY MEDICAL AUTHORIZATION

A complete and current Emergency Medical Authorization Form must be on file. This form goes along with students in any activity off school campus, including field trips, other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Career Center. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. The Career Center liaison for Homeless Students is Mrs. Cynthia Schwendeman, 740-373-2766 ext. 4017.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. Students becoming ill during the school day must visit the health & wellness specialist prior to calling home. The health & wellness specialist will provide necessary care and recommendations. If medical attention is required, the school will follow the information provided on the emergency medical card and attempt to make contact with the student’s parents. No student will be released from school without proper parental permission.

LOST AND FOUND

The lost and found area is in the high school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each semester.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee of $2.65. Ala carte items are available. Students/Parents may pay for lunches via an online account. If this is not done, students must place money in their account prior to the first bell. Charging is not permitted.

Applications for the School’s Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact Assistant to the Director, Mrs. Tina Duff.

Students may also bring their own lunch to school to be eaten in the School’s cafeteria. Food is not to be ordered or delivered from outside vendors. Students are responsible for cleaning up after themselves. Food and drinks are not permitted outside of the cafeteria.

The Career Center is a closed lunch campus; therefore, no student may leave school premises during the lunch periods. During lunch, students are permitted in the cafeteria, in the front area of the DCB Building and in the basketball area.
MEDICATIONS

Students who must take prescribed or over-the-counter medication during the school day, must comply with the following guidelines:

A. All medications must be taken to the health & wellness specialist’s Office. Prescribed medication must be in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student’s name, and the exact dosage to be administered. Over-the-counter medication must be given to the health & wellness specialist for dispensing. Medication that is brought to the health & wellness specialist will be properly secured.

B. Students who must carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours must have written permission from a physician, stating the dose, medication, method of consumption, and time the medication is to be administered. Students must inform the health & wellness specialist of emergency medications.

C. In the case of epinephrine auto-injectors (“epi pens”), students must have written permission and submission of proper forms. The parent or student must provide a backup dose to the health & wellness specialist.

D. Students are strictly prohibited from transferring any medication, epi pens, or inhalers to any other student for their use or possession.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The Director will maintain a log noting the personnel designated to administer medication.

OFFICE TELEPHONES

Telephones in the classroom and lab areas are restricted from personal use by students. Phone calls will not be directly transferred to the students in any classroom. If necessary, a message will be provided to the student. Students may use the office telephone before school, after school and during a student's lunch with permission.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Career Center’s Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The Career Center maintains many student records, including both directory information and confidential information.
Directory information includes:

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the Career Center’s education technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within seven (7) days after receipt of the Superintendent’s annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the Career Center is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access
or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to school counselors. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Career Center’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an non-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or the student’s parents;
B. mental or psychological problems of the student or the student’s family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Director to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Director.
The Superintendent will notify parents of students in the Career Center, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  20202-4605  
Washington, D.C.  
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and  
PPRA@ED.Gov.

REFUND POLICY

Fees will be refunded to students who withdraw according to the following schedule:

- August through September = 100% refund.
- October 1st – end of 1st semester=50% refund.
- After 1st semester=No refund.
- January graduates=50% refund of lab fees minus club fees.
- Career and technical student organization dues are not refundable.

SAFETY AND SECURITY

Student and staff safety is an important responsibility for all Career Center family. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. Staff are expected to question people in the building whom they do not recognize and who are not wearing a visitors’ pass. Student and staff members are asked to call #911 if they become aware of any dangerous situation or accident.

SAFETY, FIRE AND TORNADO DRILLS

Safety drills will be conducted as required by Ohio Revised Code (ORC). In order to be prepared for emergency situations including a terrorist threat, persons in possession of a deadly weapon on school property, or other acts of violence, the Career Center staff and students will be trained in the RUN, FIGHT, HIDE technique.
In the event of an emergency, families should call the Emergency Operation’s number **740-885-5840** for information and instructions. Should an evacuation be needed, students will be bused to the Washington County Jail facility and family members will be notified as to the process of picking up students from this facility.

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building when necessary.

**SCHOOL CLOSING AND DELAYS**

In the event of inclement weather or other conditions that may lead to the closing of the Career Center, students/parents should watch WTAP TV, check the WTAP news website at [www.wtap.com](http://www.wtap.com) or go to the Washington County Career Center-High School Facebook page for school closing and delay information.

If a student’s home school is **closed** due to weather related reasons, the student is not expected to attend the Career Center.

If a home school is on a weather-related **delay**, the Career Center students will follow the home school’s delay schedule.

**STUDENT ARRIVAL AND DISMISSAL**

Students transported in personal vehicles are to arrive to campus no earlier than 7:50 a.m. Upon arrival, students are to report immediately to the DCB Commons and remain there until the first bell rings. All students are invited to enjoy a free breakfast!

Students are expected to depart from campus no later than 2:45 p.m. Students are not permitted in the parking lot during the school day without an administrator’s permission.

**STUDENT FEES AND FINES**

No student will be denied admittance to the Career Center due to financial need. Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, the Career Center charges specific supply cost fees.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the denial of early placement and internships, and the withholding of grades and credits.
STUDENT FUND-RAISING

In any Fund-Raising activity, all the criteria in Board Policy 5830 website address (www.thecareercenter.net under the heading Information/Board Policy) must be met.

Please be aware that permission must be obtained from the Director before any fund-raising activities begin.

STUDENT IDENTIFICATION

Students are required to carry identification cards with them at all times in school or on school property.

STUDENT RESPONSIBILITIES

The School’s rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members’ directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. All students must follow all school rules. Adult students (age 18 or older) are encouraged to include their parents in their educational program.

In order to keep parents informed of their child’s progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. Parents are encouraged to communicate with their child’s teachers on a regular basis.

STUDENT WELL BEING

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

STUDENTS WITH DISABILITIES

The American’s with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the Career Center’s programs and facilities.

The laws define a person with a disability as anyone who:

A. Has a mental or physical impairment that substantially limits one or more major life activities;  
B. Has a record of such an impairment; or  
C. Is regarded as having such an impairment.

The Career Center has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the Career Center seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate,
place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Assistant Director at 740-373-2766 ext. 4013 to inquire about services.

**STUDENT VALUABLES**

Students are discouraged from bringing items of value to school. The School is not liable for any loss or damage to personal valuables.

**TRANSFERS**

Any attempt to return to the home school must be completed within two weeks (10 school days) of the first day of school.

**VIDEO SURVEILLANCE**

The Board of Education authorizes the use of video surveillance equipment and electronic monitoring equipment at appropriate school locations. This equipment may be used to monitor student behavior.

**VISITORS**

Visitors, particularly parents, are welcome at the Career Center. Persons wishing to confer with staff members should call to schedule an appointment, preferably outside of school hours.

All visitors must report to the office when they arrive at school. They are required to sign in and obtain a visitors’ pass while they are in the buildings. Visitors are asked to sign out upon leaving.

Students are not permitted to bring visitors to school without prior written permission from the Director.

**WORK PERMITS**

All minors between the ages of 14 and 18 must have a work permit before they go to work. The application form for obtaining a work permit may be obtained from the Director's office. When the forms have been processed, the work permit will be issued.

**YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the Career Center. For additional information see Policy 5111.03. The local point of contact for students in foster care is Mrs. Stacy Elliott, 740-373-2766 ext. 4016.
ACADEMICS

GRADUATION REQUIREMENTS

The Home School Districts each establish graduation requirements and grant diplomas. It is the students’ responsibility to know the graduation requirements of their respective district. However, the Career Center school counselors will work with students in developing a plan to meet their graduation requirements.

GRADES

Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The Career Center operates on four nine-week grading period. Student progress can be followed on our website at www.thecareercenter.net under Important Links: Infinite Campus Parent Portal. Students will receive academic credits on a nine-week basis.

In classes that offer end of course exams, these assessments will be taken during the second and fourth nine-week grading periods. These exams will account for no less than 10% nor more than 25% of the students’ grades.

Students who are suspended out of school, expelled, or receive an unexcused absence will receive a zero (0) for all graded work on those days.

The School applies the following grading system:

- 100% to 97% = A+
- 96% to 93% = A
- 92% to 90% = A-
- 89% to 87% = B+
- 86% to 83% = B
- 82% to 80% = B-
- 79% to 77% = C+
- 76% to 73% = C
- 72% to 70% = C-
- 69% to 67% = D+
- 66% to 63% = D
- 62% to 60% = D-
- 59% to 0% = F

GRADING PERIODS

Students will receive a report card at the end of each nine-week period indicating their grades for each class.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.
WORK ETHIC RUBRIC

ATTENDANCE

<table>
<thead>
<tr>
<th>A EXCELLENT</th>
<th>B GOOD</th>
<th>C SATISFACTORY</th>
<th>D NEEDS IMPROVEMENT</th>
<th>F UNSATISFACTORY</th>
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<tr>
<td>0 BLOCKS unexcused</td>
<td>1-2 BLOCKS unexcused</td>
<td>3-4 BLOCKS unexcused</td>
<td>5-6 BLOCKS unexcused</td>
<td>7 BLOCKS or more unexcused</td>
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PERFORMANCE, PREPAREDNESS & TEAMWORK

A EXCELLENT
Strong employability skills. High recommendation.
CONSISTENTLY HIGH LEVEL EFFORT & PARTICIPATION
Positive attitude—prepared and eager to begin; Initiates and completes tasks on time; Sets high expectations and exhibits superior thought to details; Active listener; Seeks clarification when unsure; Productively fills down time—independently looks for tasks; Cares for and uses materials/tools safely—reports issues; Readily adapts to changes in routines; Demonstrates leadership skills; Respectful of others; Displays exemplary contribution and productivity in group settings; Models class expectations.

B GOOD
Good employability skills. Strong recommendation.
ABOVE AVERAGE EFFORT & PARTICIPATION
Positive attitude; Arrives prepared for work; Completes tasks on time with attention to details; Remains on task once started; Active listener; Asks for and accepts help when needed; Productively fills down time after asking what to do next; Uses materials/tools safely and reports issues; Demonstrates flexibility with changes to routine; Demonstrates emerging leadership skills; Considerate of others—willing to share and help; An asset to the group goals and objectives; Follows class expectations.

C SATISFACTORY
Average skills. Conditional recommendation.
AVERAGE EFFORT & PARTICIPATION
Completes tasks but attention to details may be missing; Some prompting required to start and/or remain on task; Uses materials/tools safely but does not report issues; Accepts help when offered but will not seek help; Requires a list of what to do next and may need prompting to go further; Adjusts to routine changes; Respectful but may need an occasional reminder as to appropriateness of language or behavior; Participates in a group/partner setting when told what to do; Demonstrates understanding of class expectations.

D NEEDS IMPROVEMENT
Limited employability skills. Plan of improvement required.
BELOW AVERAGE EFFORT & PARTICIPATION
Difficulty following directions and completing tasks on time; Work quality may be messy/unorganized and/or appear unfinished; Loses focus or interest easily; Prompting required to start work, remain on task and/or return to task; Requires a list of what to do next and will need prompting to go further; Forgets materials/tools; Materials/tools are not cleaned after use and/or put away correctly; May use materials/tools improperly and/or unsafely; Resists help when offered; Inappropriate or immature behavior is displayed; Group participation is to watch & wait—may not follow through; Some class expectations require reteaching.

F UNSATISFACTORY
Lack of employability skills. Not employable at this time.
CONSISTENTLY BELOW AVERAGE EFFORT & PARTICIPATION
Work is late, incomplete and/or missing; Displays lack of energy; Forgets tools/clothing more than once a week; Improper and/or unsafe use of materials/tools; Disruptive and/or creates discourse within the group; Complains about the type and/or amount of work; Refuses help; Blames others; Complains about working in a group or with a partner; Relies on others to get the job done; Lack of respect towards others; One-to-one intervention required to: begin a task; remain on task; stay and work with assigned partner/group; Disregards all class expectations.

NOTE: Report the Work Ethic Grade each quarter to become a part of the student’s GPA. Attendance represents one-half (50%) of the Work Ethic Grade.

COLLEGE CREDIT PLUS (CCP)

The Washington County Career Center is pleased to offer students an opportunity to earn high school and college credit simultaneously through the College Credit Plus program. The Career Center offers several dual credit options including American Government, English Composition, College Algebra and Statistics.

The Career Center, also, provides College Credit Plus courses in our career technical programs. These CCP offerings are in Graphic Design and Video Production, Medical College Prep and Sports Medicine and Exercise Science.
Students and parents are asked to contact our school counselors for more information regarding College Credit Plus guidelines. Pursuant to ORC 3365.09(A) the Career Center will seek reimbursement under the following circumstances:

- A student receives a failing grade
- A student withdraws or drops the college course subsequent to the 14th calendar day after the particular course began.

CERTIFICATE OF COMPETENCIES

The Career Center is pleased to offer eligible students Certificate of Competencies listing the skills they have obtained in their career technical program. To earn this Certificate, students must receive a minimum of a “C” average in their Work Ethic grade.

ACADEMIC EXCELLENCE

Students receiving a minimum of a “C” in their Work Ethic grade and earning an overall grade point average of 3.3 in their academic classes over a two-year period will earn Academic Excellence.

CAREER TECHNICAL EXCELLENCE

Students receiving a minimum of a “C” in their Work Ethic grade and earning an overall grade point average of 3.3 in their career technical programs over a two-year period will earn Career Technical Excellence.

HONOR ROLL

Washington County Career Center students who attain a 3.0 GPA or higher during a nine-week grading period, will be eligible for the honor roll.

CAREER TECHNICAL DIPLOMA WITH HONORS

The Career Center shall award the Career Technical Diploma with Honors to any student who has:

1. completed an intensive career-technical education curriculum and met at least seven (7) of the following eight (8) criteria:
   a. earn four (4) units of English;
   b. earn four (4) units of mathematics, which will include algebra I, algebra II or equivalent, geometry, and another higher level course;
   c. earn four (4) units of science, including physics and chemistry;
   d. earn four (4) units of Social Studies;
   e. earn four (4) units of Career Technical education program that leads to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to postsecondary credit.
(Otherwise, the student must achieve the proficiency benchmark established for the applicable Ohio Career-Technical competency assessment or the equivalent.)

f. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year;

g. achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment or equivalent assessment aligned with State-approved and industry validated technical standards; or

h. obtain a composite score of 27 on the American College Testing Program’s (ACT) Tests, or an equivalent composite score of 1280 on the Scholastic Assessment Tests (SAT).

VALEDICTORIAN CRITERIA

A student eligible to be considered as the Valedictorian:

- Student must be enrolled full-time during their junior and senior years.
- Student must have the highest grade point average for the first seven grading periods.
- Student must receive a career technical diploma with honors.

EARLY PLACEMENT

Early job placement is a training experience and is in lieu of a student’s career technical program (lab). All second year seniors enrolled in a full-time career technical program may become eligible to participate based on the following guidelines:

- Program teacher’s recommendation
- Earn, in the career technical program, an overall grade point average of 3.0 or above to participate at the beginning of the third grading period; to participate at the beginning of the fourth grade period a minimum grade point average of 2.0
- Pass or be passing all subjects
- Show evidence of meeting graduation credit and pathway requirements
- A minimum of 93% school attendance
- Passed all the Web Xams and earned a recognized Industry Credential from the Ohio Department of Education list

Prior to placement on the job site:

- All forms must be completed and signed by all involved parties
- All students must establish a starting date and time with the Events Coordinator

After placement on the job site:

- Maintain passing grades in all academic subjects
- Obtain positive early placement evaluations
- Follow all school rules and policies
Students who do not meet these guidelines will return to their career technical program.

Students may not work on early placement if they are suspended or expelled.

**INTERNSHIP**

Student internships are a training experience in lieu of a student’s career technical program (lab). All second year seniors enrolled in a full-time career technical program may be eligible based on the following guidelines:

- Program teacher’s recommendation
- Earn, in the career technical program, an overall grade point average of 3.5 or above to participate at the beginning of the second grading period. To participate at the beginning of the third grading period a student must receive a minimum of a 3.0 grade point average and to participate at the beginning of the fourth grading period a minimum of a 2.5 grade point average
- Pass or be passing all subjects
- Show evidence of meeting graduation credit and pathway requirements
- A minimum of 93% school attendance
- Passed all the Web Xams and earned a recognized Industry Credential from the Ohio Department of Education list

Prior to placement on the job site:

- All forms must have been completed and signed by all parties
- All students must establish a starting date and time with the Events Coordinator

After placement on the job site:

- Maintain passing grades in all academic subjects
- Maintain positive internship evaluation
- Follow all school rules and policies
- Meet with the program teacher on a weekly basis

Students who do not meet these guidelines will return to their career technical program.

Students may not participate in internships if they are suspended or expelled.

**SECOND SEMESTER SENIOR RELEASE**

Seniors who have met their entire academic and program pathway requirements may be eligible to attend school only during their career technical program time in the second semester if they meet the following guidelines:

- Parent/guardian signs the required Senior Release forms
- Student has daily transportation
- All fees are paid
RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, attendance, citizenship, and program performance.

THREE B’s

Students who exhibit on a weekly basis the Three B’s (“Be Ready, Be Respectful, Be Responsible”) are nominated by staff members and entered into a weekly drawing.

W.I.S.H.

Students who attain 3.0 GPA or higher during a nine-week grading period, maintain a 95% attendance rate and receive no office referrals or detentions earn a pass to leave the Career Center three (3) minutes early the following nine-weeks. Students must show their W.I.S.H. Pass and Student ID prior to being dismissed. W.I.S.H. students are also eligible for weekly gift card drawings and sponsored fun events.

TRIPLE A (Attendance Attainment Award)

Students in programs with a minimum of 95% attendance may leave three (3) minutes early for lunch the following week. Students must show their student ID prior to being dismissed.

STUDENT OF THE MONTH

Students recognized for outstanding leadership, scholarship and character are nominated by staff. These students are recognized at monthly board meetings and share their success at student luncheons.

ATTENDANCE

SCHOOL ATTENDANCE GUIDELINES

Regular attendance is a significant student responsibility and an important indicator of a positive work ethic. Establishing a pattern of good attendance will benefit the student in school and in the workplace. Many important lessons are learned through active participation in the lab/classroom and other school activities that cannot be replaced by individual study.

Parents/guardians will have the ability to excuse two full days each grading period for personal illness or emergency. After the two parent/guardian excused notes are used, these absences will be considered unexcused unless there is a doctor’s excuse for student illness, or a written statement from the treating physician of the family member with an explanation as to why the student’s absence was necessary. Such absence will be excused if the doctor’s excuse is received by the school upon return to school.

PARENT/GUARDIAN RESPONSIBILITY

Ohio Administrative Code makes it a legal requirement for parents/guardians to inform the school that their student will not be in attendance EACH DAY the student is absent. The parent or guardian must provide an explanation of the absence which shall be
recorded by the Attendance Secretary and shall include the date and time of the absence.

Please phone the school at 740-373-2766 ext. 4011 before 9 am. If the school is not notified, an attempt will be made to contact the parents/guardians to inform them that their child is not in attendance that day.

Upon the students return to school a written note signed by the parents/guardians (or legitimate documentation) stating the reason for the absence is required.

STUDENT RESPONSIBILITY

After an absence, a student must present a written note from their parents/guardians or legitimate documentation to the Attendance Secretary (Mrs. White) prior to 8:10 am. Students will be given an admit slip that they are to give to each of their instructors. The last block instructor will keep the slip and return it to the office daily.

EXCUSED ABSENCES

Parent/guardian verification is required by a phone call on day(s) of absence and a note/legitimate documentation upon return for the following reasons to be excused:

1. **Illness of the child:** Statement of physician, dentist, or mental health professional, may be required if there is an extended illness.
2. **Illness in the Family:** Must result in necessitating the presence of the child. (The Director may require the written statement of physician and an explanation as to why the child’s absence was necessary, if it is deemed appropriate.)
3. **Quarantine of the Home:** The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials.
4. **Death of a Relative:** The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant. A relative is defined as an immediate family member.
5. **Medical or Dental Appointment:** The written statement of a physician or dentist is required. Students who have health related appointments will be allowed to be absent for only the time of the appointment and a reasonable amount of time before or after the appointment. (Further physician explanation of appointments may be necessary if absences are deemed excessive.)
6. **Observation of Religious Holidays:** Consistent with student’s religious creed or belief.
7. **Emergency** or set of circumstances within the judgement of the Director/Assistant Director constitute a good and sufficient cause for absences from school. (Must complete a “Request for Special Absence” form and submitted for approval five days prior to absence).
8. **Student placement in foster care, change in foster care placement or related court proceedings.**

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse and/or without proper documentation (i.e. parent/guardian phone call, written note/legitimate documentation) shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.
MAKE-UP WORK

Students have the same number of days to make-up work as they have been excused from school (i.e. if a student is absent three (3) days, s/he has three (3) school days after returning to make up the missed work).

If a student misses a teacher’s test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should talk with a school counselor to arrange for administration of the test at another time.

At the end of a grading period, incompletes (I) must be made up within five (5) days of the close of the grading period.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, (after 8:15 am) s/he must check in with the school attendance secretary and obtain a permit slip before going to his/her first block. All time missed do to tardiness will be tracked, considered unexcused and will result in consequences such as lunch detention or loss of driving privileges.

“EXCESSIVE ABSENCE”

When a student is excessively absent from school the following will occur:

1. The Career Center will notify the student’s parent in writing within seven days of the triggering absence.
2. The student will follow the Career Center’s plan for absence intervention.

Excessive absence is defined as follows:

1. Absent 38 or more hours (6 days approximately) in one school month with or without a legitimate excuse.
2. Absent 65 or more hours (11 days approximately) in one school year with or without a legitimate excuse.

TRUANCY

A student who is absent from school or from an individual block without consent of his/her parents/guardians, a doctor, or classroom teacher/administrator is considered truant.

Students who are truant will receive no credit for schoolwork that is missed and are subject to disciplinary action. This time cannot be made up through ART.

“HABITUAL TRUANT”

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the Career Center will do the following:
   a. Select members of the absence intervention team;
   b. Make three meaningful attempts to secure the participation of the student’s parent/guardian on the absence intervention team.
2. Within ten days of the triggering absence, the student will be assigned to the selected absence intervention team.
3. Within fourteen (14) days after the assignment of the team, the Career Center will develop the student's absences intervention plan.

4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the Career Center will file a complaint in the juvenile court and/or file a complaint with the Prosecuting Attorney for parental failure to send child to school.

**ABSENCE INTERVENTION TEAM**

The purpose of the absence intervention team is to establish a student-centered absence intervention plan for every student who is habitually truant by identifying specific barriers and solution to attendance. Ideally, this team includes the participation of the student and the parent/guardian.

**FAMILY TRIPS**

It is recommended that parents not take their child out of school for family trips (vacations). When a family vacation must be scheduled during the school year, the parents should complete a form and discuss the matter with the Director to make necessary arrangements. These arrangements must be made five (5) school days prior to the vacation. It may be possible for the student to receive certain assignments that must be completed during the vacation with the five (5) days’ notice. Vacation days are unexcused and may cause the student to fall into the Habitual Truant status.

**COLLEGE VISITATION**

Students must obtain a college visitation form from the Career Center counselor office and must be returned with a signature from the college visit in order to be excused. Students can be approved for a maximum of three (3) college visitations to be used either their junior or senior year, which will not be counted as an absence. A parent or guardian must submit a written request to the Attendance Secretary prior to the visit.

**ATTENDANCE RECOVERY TIME (ART)**

ART is an opportunity for students to receive credit for assessments missed during an unexcused absence. ART is held each Wednesday from 2:35 pm to 4:30 pm. Students are responsible for attending the ART program the first Wednesday after return. Student may receive full credit for the assessment if taken during ART.

Credit cannot be earned for out of school suspension, expulsion, and truancy.

**COMPUTER TECHNOLOGY AND NETWORKS**

The Career Center provides Internet services to its students. The Career Center’s Internet system has a limited educational purpose and has not been established as a public access service or a public forum. Student use of the Career Center’s computers, network and Internet services/connection (“Network”) are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board’s Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the
Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The Career Center utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The Career Center further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Career Center supports and respects each family’s right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the Career Center’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement found on page 47 of this handbook. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board’s standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

A. Students are responsible for their behavior and communication on the Network.

B. Students may only access the Network by using their assigned Network account. Use of another person’s account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belongings to other users, or misrepresent other users on the Network.

D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software/media pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).

E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.

G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, Instant Messaging (IM), defamatory personal Web sites or social networking accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;

3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites, such as You Tube;

4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications
through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.

3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.

4. Do not post information that, if acted upon, could cause damage or a danger of disruption.

5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.

6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

7. Never agree to get together with someone you "meet" on-line without parent approval and participation.

8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the Career Center's Technology Protection Measure. Students must immediately notify the teacher, Director/Assistant Director or Chief Information Officer if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
K. Downloading of information onto the Board’s hard drives is prohibited, without prior approval from the Chief Information Officer. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L. Students must secure prior approval from a teacher or the Director/Assistant Director before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or Director.

N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of
the Career Center’s users will be fully investigated and disciplinary action will be taken as appropriate.

S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the chief information officer. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.

T. Game playing is not permitted at any time.

**SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The Career Center provides students the opportunity to broaden their learning through club activities.

The Board authorizes the following student groups that are sponsored by a staff member:

- Business Professionals of America – BPA
- Future Farmers of America – FFA
- Interact Club
- National Technical Honor Society – NTHS
- SkillsUSA
- Student Council

Students attending the Career Center are encouraged to participate in home school clubs, sports, band, and other co-curricular and extra-curricular activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

**STUDENT CODE OF CONDUCT**

A major component of the educational program at the Career Center is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules, as well as Board policies and Administrative Guidelines. The policies and standards set forth here will apply to conduct on school premises, on school buses, or other school property, and at school functions of any kind. Students should respect the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student’s behavior when a student’s behavior does not fall within these parameters.

Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.
EXPECTED BEHAVIORS

Students are expected to:

- act courteously towards adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act, at all times, in a manner that reflects pride in self, family, and in the Career Center;
- Follow the Career Center Way: Be Ready; Be Respectful; Be Responsible

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

A. a teacher to communicate effectively with all student in the class; and
B. all students in the class the opportunity to learn.

FIELD TRIPS

Field trips are learning activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students who violate school rules may lose the privilege to go on field trips.

VEHICLE CODE

Driving to school is a privilege and may be revoked at any time. It is the responsibility of students to obtain parking permits by providing proof of current insurance and a personal driver’s license. Students must display the parking permit and park only in designated students’ areas. Students are responsible to arrive to school prior to the first bell. Upon arriving to school, students must lock their vehicles and immediately report to the DCB commons. Vehicles should not be left overnight. Students are not to be in the parking lot before or during the school day without permission. Vehicles are subject to search by school officials.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior will be tolerated.
STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to: student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the Career Center will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

POSITIVE SCHOOL CLIMATE

A positive school climate is the product of a school’s attention to fostering safety; promoting a supportive academic, career technical, disciplinary and physical environment; and encouraging and maintaining respectful, trusting and caring relationships throughout the school community, no matter the setting.

1. **Aiding or abetting violation of school rules**
   Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

2. **Bodily harming a staff member/student/person associated with the Career Center.**
   Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical harming of a staff member, student, or other person associated with the Career Center, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member may result in criminal charges and may subject the student to expulsion.

3. **Bomb Threats and other false alarms and reports**
   Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building.

4. **Bullying and other forms of aggressive behavior**
   Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the Career Center, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, in a school vehicle, or where an employee is engaged in school business.
This policy has been developed in consultation with parents, Career Center employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education’s Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Conduct constituting sexual harassment, may include, but is not limited to:

A. verbal harassment or abuse;

B. pressure for sexual activity;

C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.;

F. suggesting or demanding sexual involvement, and may be accompanied by implied or explicit threats concerning one’s grades or safety,

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
H. Remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a Career Center employee or other adult member of the Career Center community into a student’s personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State law.

Any student or student’s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Director or Assistant Director, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Director should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Director or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Director or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517- Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false report may result in disciplinary action as indicated above.
If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.
The Career Center shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

5. **Burglary**
Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

6. **Damaging property (Vandalism)**
Defacing, cutting, or otherwise damaging property that belongs to the Career Center, other students, employees or others) and disregard for school property.

7. **Displays of affection/sexual activities**
Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

8. **Disrespect**
Discourteous, insulting behavior toward staff or students.

9. **Drinks/Food**
Students are not to have drinks and food in classes, labs, hallways, etc. without teacher permission.

10. **Excessive Discipline**
Repetitive violations against the student code of conduct or against classroom rules may result in increased discipline.

11. **Extortion**
Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
12.  **Falsification of school work, identification, forgery, dishonesty, cheating**
Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall passes and excuses, as well as use of false I.D.’s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

13.  **Fighting**
Engaging in adversarial physical contact in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

14.  **Gambling**
Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

15.  **Hazing**
Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the Director or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

16.  **Horseplay**
A student should not engage in horseplay on school property. Such seemingly innocent interactions can often escalate into more serious problems.

17.  **Improper Dress**
Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, suggest violence, are discriminatory, or that advertise drugs, alcohol or tobacco. Halter-tops, tube tops, cut off t-shirts, strapless shirts, midriff-baring tops, or any see-through apparel may not be worn; as well as tops or pants that do not cover undergarments or are too revealing. Shorts, skirts and dresses that are not modest in length are not permitted. Hats, headbands, hoodies, and toboggans may not be worn. Sunglasses must be removed upon entering the school buildings. The Director/Assistant Director will use his/her discretion in determining if the dress code is being followed.

18.  **Insubordination**
Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members is insubordination.
19. **Interference, disruption or obstruction of the educational process**
Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

20. **Knowledge of dangerous weapons or threats of violence**
Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Director/Assistant Director. Failure to report such knowledge may subject the student to discipline.

21. **Leaving school grounds/out of assigned area**
A student will not leave school grounds during school hours without proper permission. A student will not leave class/lab or go to another part of the building or another building without authorized permission.

22. **Lighting Incendiary Devices**
Unauthorized igniting of matches, lighters and/or possession of other devices that produce flames.

23. **Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**
The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, bodily harm (verbal and/or physical), and destruction of property.

24. **Misconduct off school grounds**
Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the Career Center.

25. **Persistent absence or tardiness**
Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

26. **Possession and/or use of explosives and/or fireworks**
Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

27. **Possession of Pornography**
Possessing, distributing and/or sharing sexually explicit material; law enforcement may become involved.

28. **Possession/use of drugs and/or alcohol**
Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.
29. **Possession/use of tobacco**
Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco or nicotine. Smoking and/or possession of electronic smoking, paraphernalia, "vapor", “juice”, other substitute forms of cigarettes, or clove cigarettes is also prohibited.

30. **Profanity and/or Obscenities**
A student will not use profanity or obscene language (written or verbal). The use of obscene gestures, signs, pictures or publications is also prohibited.

31. **Terroristic Threat**
Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

32. **Theft, or knowingly receiving or possessing stolen property**
Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials.

33. **Trespassing**
Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into Career Center or staff computer files, into a Career Center file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Director.

34. **Unauthorized fire**
Intentional or purposeful destruction or damage to the Career Center’s buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated.

35. **Unauthorized use of school or private property**
Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

36. **Unauthorized use of vehicles**
Occupying or using vehicles, without permission, during school hours.

37. **Use of an object as a weapon**
Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

38. **Use and/or possession of a firearm**
Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This
Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or displaying or brandishing the object and indicating it is a firearm.

**39. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, arrows, or club type implements. It may also include any toy (cap gun, water pistol, nerf gun, band guns, etc.) that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury. **All necessary cutting devices/knives will be provided by the school if needed in the program.** Students should not bring personal knives to school including utility knives, box cutters, penknives, pocketknives, hunting knives or any other sharp object which could be construed to be a knife.

**40. Vehicle Regulations**

Driving on school property in such a manner as to endanger persons or property is prohibited. Squealing of tires, revving engines, loud music, honking and riding in the back of pick-ups is not permitted.

**41. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the Career Center.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the Career Center reasonably feels to be a threat will be considered a verbal abuse. Profanity directed toward a staff member in a threatening tone may also be considered a verbal abuse. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

Misconduct is defined as any violation of the Student Discipline Code.

**42. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

**43. Violent Conduct**

Students will be disciplined for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may
occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

**DISCIPLINE**

It is important to remember that the Career Center rules apply going to and from school, at school, on school property, at school-sponsored events, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee.

The Career Center is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Discipline may include but not limited to one or any combination of the following:

- Counseling
- Change of seating or location
- Denial of privileges
- Conference with parent or guardian
- Removal from class
- Restitution
- Assigned custodial work
- Physical exercise
- Detention – lunch/after-school
- Attendance Recovery Time - ART
- Alternative Learning Lab - ALL
- Out-of-School Suspension
- Expulsion
- Referral to police and/or juvenile court

The following rules apply to Detention, Alternative Learning Lab, and ART:

- Students are required to have class assignments with them.
- Students are not to communicate with each other.
- Students are to remain in their designated seats at all times.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices shall be used in the room.
- No food or beverages except during lunch detention.

Discipline may involve removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, or the number of days remaining in a semester, whichever is greater, one (1) year expulsion and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student’s attitude and behavior that contributed to the incident that gave rise to the student’s expulsion. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the Director/Assistant Director prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior
to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School’s jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

**DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

**SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Director/Assistant Director will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 14 days after receipt of the suspension notice, to Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board’s designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

**EMERGENCY REMOVAL**

If a student’s presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Director or Assistant Director may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher’s supervision, but not from the premises.

**EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent’s designee to challenge the reasons for the expulsion and/or explain the student’s action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A
hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student’s parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student’s parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student’s driver’s license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus (CCP) at the time the expulsion is imposed.

**PERMANENT EXCLUSION**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

A. conveying deadly weapons onto school property or to a school function;
B. possessing deadly weapons onto school property or at a school function;
C. carrying a concealed weapon onto school property or at a school function;
D. trafficking in drugs onto school property or at a school function;
E. murder, aggravated murder on school property or at a school function;
F. voluntary or involuntary manslaughter on school grounds or at a school function;
G. harm or aggravated bodily harm on school property or at a school function;
H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.
DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student’s consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the Career Center and students have no reasonable expectation of privacy in their contents or in the contents of any other Career Center property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the Director/Assistant Director will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the Director/Assistant Director will attempt to contact a parent prior to questioning, and s/he (or a designated school counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the Director/Assistant Director (or a designated school counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the Director/Assistant Director will notify a parent.
Belpre City Schools
School Calendar 2018-2019

August 2018

Aug. 9 & 10 New Teacher Orientation
Aug. 14 Professional Development
Aug. 15 First Day for Students
Sep. 3 Labor Day (No School)
Sep. 27 Early Release 1:00 pm; P/T Conferences 2:00-8:00 pm
Sep. 28 Professional Development (No School)
Oct. 12 End of 1st Grading Period
Oct. 15 Records Day (No School)
Nov. 21-23 Thanksgiving Break (No School)
Dec. 19 End of 2nd Grading Period
Dec. 20-Jan. 4 Christmas Break (No School)
Jan. 2 Records Day (No School)
Jan. 3 Classes Resume
Jan. 21 Martin Luther King Day (No School)
Feb. 18 Presidents’ Day (No School)
Mar. 14 End of 3rd Grading Period; Early Release 1:00 pm; P/T Conferences 2:00-8:00 pm
Mar. 15 Records Day (No School)
Apr. 1-Apr. 5 Spring Break (No School)
Apr. 8 Classes Resume
Apr. 19 Good Friday (No School)
May 17 Last Day for Seniors
May 19 Commencement 2:00 pm
May 22 Last Day for students/End of Fourth Grading Period

Kindergarten Entrance Dates - Parents will be notified of their child’s start date

Teacher Records Day
School Closed
Professional Development
Start of Grading Period
End of Grading Period
Early Release

Calamity Days #1-5 will not be made up. Days #6-8 will be On-line make up days. All Calamity Days after #8 will be made up using the Make-up days listed below.

Make-Up Days: Jan. 21, Feb. 18, Apr. 1, 2, & 3

178 Days for Students
4 Teacher Records Days
2 P/T Conferences
2 Professional Development

Board Approved
03/19/2018

June 2019
FORT FYRE LOCAL SCHOOLS
2018-2019

JULY

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15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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21 22 23 24 25 26 27
28 29 30

AUG. 20 & 21 Professional Development ALL STAFF (no school)
22 Teacher work day/record day (no school)
23 First Student Day
SEPT. 3 Labor Day (no school)
17 2 hr. Delay (Teacher Prof. Development)
28 Professional Development (No School)
OCT. 11 BC/FFHS Parent/Teacher Conf. 3:30-6:30 p.m.
L/SL Parent/Teacher Conf. 4:30-7:30 p.m.
15 2 hr. Delay (Teacher Prof. Development)
19 1st Grade Period Ends (40 days)
NOV. 8 BC/FFHS Parent/Teacher Conf. 3:30-6:30 p.m.
L/SL Parent/Teacher Conf. 4:30-7:30 p.m.
12 Veterans Day (no school)
13 Professional Development (no school)
21-26 Thanksgiving Break (no school)
DEC. 10 2 hr. Delay (Teacher Prof. Development)
20 2nd Grade period ends (38 days)
21-31 Holiday Break

174 Student days in session
3 Teacher work days/record days
5 Professional development
2 Scheduled 2 hr. delays for Professional Development
185 TOTAL DAYS
*6 Scheduled 2 hr. delays for Professional Development

[ ] Possible Senior make-up Saturdays: 3/9, 3/16

Adopted: 2/22/2018

Teacher Work Day/Record Day
1 Holiday Break
2 Teacher work day/record day (no school)
21 Martin Luther King Day (no school)
22 Professional Development (no school)
FEB. 11 2 hr. Delay (Teacher Prof. Development)
18 Presidents' Day (no school) or Alternate Make-up
21 BC/FFHS Parent/Teacher Conf. 3:30-6:10 p.m.
L/SL Parent/Teacher Conf. 4:30-7:30 p.m.
28 BC/FFHS Parent/Teacher Conf. 3:30-6:10 p.m.
L/SL Parent/Teacher Conf. 4:30-7:30 p.m.
MAR. 11 2 hr. Delay (Teacher Prof. Development)
15 3rd Grade Period Ends (40 days)
APR. 19-23 Spring Break or Alternative Make-up
MAY 15 2 hr. Delay (Teacher Prof. Development)
24 4th Grade Period Ends (47 days)
27 Memorial Day (no school)
28 Teachers Last Day (record day) or make-up day
28-31 Alternate Make-up Days

Alternate make-up days (if needed): 2/18, 4/23, 5/28, 5/29, 5/30, 5/31
and any other days that would need to be added @ end of school year.
<table>
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<th>August 2019</th>
<th>September 2019</th>
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<tr>
<td>August 16 - New Teacher Orientation</td>
<td>August 17 - Teacher Workday</td>
<td>August 20 - Staff In-Service</td>
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<tr>
<td>September 3 - Labor Day No School</td>
<td>September 4 - Staff In-Service No School</td>
<td>October 19 - End of 1st 9 Weeks</td>
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<td>October 25 - 2 Hr. Early Dismissal/ Parent Teacher Conferences</td>
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<td>November 16 - Midterm</td>
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<td>December 21 - End of 2nd 9 Weeks</td>
<td>December 24 - Jan. 2 - Winter Break - No School</td>
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<td>January 21 - Martin Luther King Day - No School</td>
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<td>February 14 - 2 Hr. Early Dismissal/ Parent Teacher Conferences</td>
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<td>February 18 - Presidents Day - No School</td>
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<td>March 15 - No School</td>
<td>April 12 - Midterm</td>
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<td>April 18 - 23 - Easter Break - No School</td>
<td>May 23 - Students' Last Day</td>
<td>May 24 - Memorial Day</td>
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<td>JULY 2018</td>
<td>AUGUST 2018</td>
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</table>

- JULY 2018: Independence Day
- AUGUST 2018: 20-21 Staff Only, 22 1st Day for students
- SEPTEMBER 2018: Labor Day
- OCTOBER 2018: No School/Trade Day, PD Day, 19 1st grade period ends
- NOVEMBER 2018: Veterans Day, Observe Vet. Day
- DECEMBER 2018: 20 2nd grade period ends, 21-2nd Christmas Break
- JANUARY 2019: Records Day, M.L. King Day
- FEBRUARY 2019: PD Day, Presidents’ Day
- MARCH 2019: 3rd grade period ends, 11-15 Spring Break
- APRIL 2019: Good Friday, Easter Sunday
- MAY 2019: Graduation, Memorial’s Day, 4th grade period ends, Records Day
- JUNE 2019: Father’s Day
# Wolf Creek Local Schools 2018-2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Specific Dates and Events</th>
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<tbody>
<tr>
<td>July '18</td>
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<td>August '18</td>
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<td>September '18</td>
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<td>November '18</td>
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<td>December '18</td>
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<td>January '19</td>
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<td>February '19</td>
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<tr>
<td>March '19</td>
<td>2hr Delay Teacher PD</td>
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<td>April '19</td>
<td>2hr Delay Teacher PD</td>
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<tr>
<td>May '19</td>
<td>2hr Delay Teacher PD</td>
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<tr>
<td>June '19</td>
<td>2hr Delay Teacher PD</td>
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<td></td>
<td>175 Student Days</td>
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<td>183 Total</td>
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</tbody>
</table>

- **Parent/Teacher Conference**
- **2 hr delay Teacher PD**
- **Teacher Work Day/PD**
- **No school**
BOARD OF EDUCATION

OVESC – Larry Holdren, President
Belpre City School – Rod Hineman
Fort Frye Local Schools – Lloyd Booth
Frontier Local Schools – Jeff Lauer
Marietta City Schools – Stacey Adams Hall
Warren Local Schools – Debbie West, Vice President
Wolf Creek Local Schools – Hugh Arnold
Dennis Blatt – Superintendent
Joseph Crone – Treasurer

FACULTY/STAFF

Gerald Bookman – Custodial
Jerry Bradford – Chief Information Officer
Stacy Bradford – Assistant to School Counselors
Byron Butts – Custodian
Mike Canfield – Custodian
Jeff Canterbury – Electricity
Bill Cieslewski – Intervention Specialist
Lauren Copen – Sports Medicine & Exercise Science
Daniel Dailey – Heavy Equipment
Tina Duff – Assistant to the Director
Shari Elfline – Graduation Pathway
Vince Elder – Mathematics
Anastasia Elliott – Transition Coordinator/School Counselor
Michael Elliott – Director/Title IX
Dave Everson – Auto Mechanics
Shayne Garner – Diesel Truck Mechanics
Kenneth Gebhart – Building Technology/Carpentry
Jana Gregory – Alternative Learning Lab Monitor
Michele Grosklos – Assistant to the Superintendent
Zach Husk – Social Studies
Penny Jenkins – Marketing & Events Coordinator
Brian Kittle – Intervention Specialist
Sherman Koons – English
Corey Lewis – Information Technology Specialist
Jason Lipot – Landscape Construction & Turf Management
Angie McAfee – Assistant to Treasurer
Keelan McLeish – Welding

Kimberly Miller – Patient Health Care
Tamara O’Connor – Science
Becky Oliver – Custodian
Chris Palmer – Graphic Design & Video Production
Beverly Pottmeyer – Intervention Specialist
Carol Radabaugh – Cook
Jeff Ritzman – Social Studies
Evan Schaad – Mathematics
Ben Schenkel – Mathematics
Cindy Schwendeman – School Counselor
Kristin Sigman – Science
Lynette Snyder – Digital Marketing
Beth Spaziani – English
Pete Spaziani – Maintenance Supervisor
Kaye Spiker – Assistant Director/504 Coordinator
Casey Strahler – Masonry
Chris Swarr – English
Paul Westbrook – Auto Collision
Melinda White – Attendance Secretary/Fees
Ann Winstanley – EMIS Coordinator
Deana Wolfe – Intervention Specialist
Joan Wright – Assistant to Treasurer
Robin Wright – Medical College Prep
Tara Yates – Cosmetology
Mary Ann VonVille – Media Specialist
**Student & Parent/Guardian Network and Internet Acceptable Use and Safety Agreement**

Student’s Name: _____________________________________________

**To be read and signed by parents or guardians of students:**

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District’s Computer Technology and Networks Policy pages 21-26 of this handbook.

I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child’s or ward’s responsibility for abiding by the policy.

Therefore, I accept this policy and agree to indemnify and hold harmless the school, the district and the data acquisition site that provides access to the computer network and Internet against all claims, damages, losses and costs, of whatever kind, that may result from my child’s or ward’s use of his or her access to such networks or his or her violation of the foregoing policy.

Further, I accept full responsibility for supervision of my child’s or ward’s use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the district’s computer network and the Internet.

Please print or sign neatly if you choose to grant your student access to our network and Internet services.

<table>
<thead>
<tr>
<th>Parent or Guardian Name(s):</th>
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<tbody>
<tr>
<td>Home/Cell/Work Phone:</td>
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<tr>
<td>Parent/Guardian Signature(s):</td>
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<td>Date:</td>
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</tbody>
</table>


**STUDENT’S AGREEMENT**

Every student, regardless of age, must read and sign below:  
I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district’s computer network and the Internet, I understand and agree that my access privilege may be revoked, and disciplinary action may be taken against me.

<table>
<thead>
<tr>
<th>Student Name (Print Clearly):</th>
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<tbody>
<tr>
<td>Career Technical Program:</td>
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<tr>
<td>Student Signature:</td>
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<td>Date:</td>
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</table>

User (place an "X" in the correct blank): I am 18 or older: _____ I am under 18: _____

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

**Student Photo Release Form:**

_____ By Initialing, I also authorize the use of my son/daughter’s photo for Career Center marketing and rewards.
Student Handbook Acknowledgement Form

We have received and read the Student Handbook for Washington County JVSD. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the Washington County JVSD. We also understand that this handbook supersedes all prior handbooks and other written material. We have paid particular attention to the following areas to ensure compliance and understanding of penalties when non-compliant:

*Attendance   *Truancy   *Tardiness   *Vehicle Regulations
*Dress Code   *Knives/Weapons   *Medications   *Cell Phone Use
*Student Code of Conduct   *Social Medical/Tele-Communications Harassment

__________________________________________  __________________________________________
Parent/Guardian Name (Print Clearly)          Student Name (Print Clearly)

__________________________________________  __________________________________________
Parent/Guardian Signature                     Student Signature/Date
Washington County Career Center

21740 State Route 676
Marietta, OH 45750
740-373-2766

www.thecareercenter.net