

WELCOME

It is a pleasure to welcome you to Washington County Career Center. This handbook has been prepared to help answer many of the questions you may have concerning the operation of this school. The policies and procedures are the result of a concerted effort by the board of education, administration, faculty and students.

The ultimate purpose of education is to help each student become a useful, contributing citizen of our society. We sincerely hope you will participate in all the varied activities so that you may be better prepared to take your place in our complex society.

Washington County Career Center has excellent equipment and a fine staff, but only you can make yourself a success. Your success will be in proportion to your effort. It is our sincere desire to see you succeed in both your academic and career/technical program and we will make every effort to see that your school days here will be educational and rewarding.

OUR MISSION IS TO PREPARE ALL CAREER BOUND STUDENTS FOR LIFE-LONG LEARNING THROUGH QUALITY ACADEMIC EDUCATION AND TECHNICAL LITERACY

The Career Center can offer...

- ✓ Educational opportunities to prepare for work, college, or both
- ✓ A curriculum that integrates academic and career/technical studies to enhance knowledge and skills
- ✓ State-of-the-Art Computer Labs
- ✓ An up-to-date Media-Research Center
- ✓ Academic and career counseling
- ✓ Life-long Placement Services and Resume Updates
- ✓ Career Passport
- ✓ Career/Technical Assessment
- ✓ Career and Technical Certificate
- ✓ Student Organizations
- ✓ Senior Internships
- ✓ Career and Technical Special Education Coordinators
- ✓ Graduation, Reality and Dual Roles (GRADS) Coordinators to help with support and information for teen parents
- ✓ Youth Employment Placement Assistance

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WASHINGTON COUNTY CAREER CENTER

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www.thecareercenter.net

Roger Bartunek, Superintendent

WCCC BOARD OF EDUCATION

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 Lynette Snyder..... Office Management
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 Pete Spaziani..... Maintenance
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 Lisa Wagner..... Technology Coordinator
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CLASS SCHEDULE

<u>BLOCK</u>	<u>TIME</u>	<u>DESCRIPTION</u>	<u>TOTAL MINUTES</u>
1	8:30 – 9:50	Class/Lab	80
2	9:51 – 11:11	Class/Lab	80
Lunch A	11:12 – 11:42		30
Lunch B	11:52 – 12:22		30
3	11:12 – 1:03	Class/Lab	80
4	1:04 – 2:25	Class/Lab	80

***Closed Lunch (Students are to be in the DCB Commons area only during lunch).**

TWO HOUR DELAY SCHEDULE

Block 1	10:30 - 11:20
Block 2	11:20 - 12:40
1 st Lunch-Academics	11:20 - 11:50
2 nd Lunch-Career-Technical	12:10 - 12:40
Block 3	12:40 - 1:30
Block 4	1:30 - 2:25

Please note: Lunch students who have an academic class second block will go to first lunch before reporting to second block. Students who are in their Career-Technical programs in the morning need to go to second lunch at 12:10.

ARRIVAL/DISMISSAL TIME

Students driving/riding personal vehicles are not to arrive to the campus until 8:00 a.m. unless the student has permission and supervision from a staff member. All students, upon arrival, are to report and remain in the commons area until the first bell rings.

Students driving/riding personal vehicles are to leave the campus no later than 2:40 p.m. There is to be no loitering in the parking lots before, during, or after school hours.

ATTENDANCE

The attendance policy at the Washington County Career Center **requires all students who are absent more than six (6) days in a given semester, to have a physician/medical excuse in order for any absence(s) to be excused.**

Any unexcused absence will result in a consequence that will effect all graded assignments/tests. A student is expected to complete all work missed, but can receive no credit/grade (0%) on each graded assignment/test. However, if an assignment/test is not completed, the student will receive a zero ("0"). Students will be provided an opportunity to complete all assignments/tests as stated in our make-up work policy. Students receiving out of school suspension (OSS) or a truancy violation will receive a zero ("0") for all graded work.

PARENT RESPONSIBILITY:

When a student is absent from school for any reason, the parent/guardian shall notify the school by telephone at 373-2766 ext. 316 before 9:00 a.m. **OR** with a signed written note stating the reason and date of the absence. The school will make an attempt to contact the parent/guardian if the parent/guardian has not called the school.

STUDENT RESPONSIBILITY:

Students must obtain an admit slip from the attendance office prior to 8:25 a.m. The student must present a signed note from the parent/guardian stating the reason and date of the absence if no telephone contact was made prior to their return. The student must then present the admit slip to each of their instructors. **Please Note:** If no parent/guardian contact has been made within 2 days, the absence will be **unexcused**.

EARLY DISMISSAL

No student may leave school for any length of time without first obtaining an early dismissal form from the attendance office. The student must bring a note from the parent/guardian or have their parent/guardian call the school in order to obtain an early dismissal form. The note should be taken to the Attendance Office prior to 8:30 a.m. on the morning of the early dismissal request. Please Note: Students leaving school due to illness must see the school nurse and receive the proper paperwork from the office.

EXCUSED ABSENCES

Excused reasons for being absent from school are:

- Illness of the child
- Illness in the family necessitating the presence of the child.
- Quarantine of the home
- Death of a relative
- Observance of Religious holidays
- Medical/ or dental appointment
- College visitation days
- Emergency or other set of circumstances

NOTE: If a student's home school is closed, it is the student's responsibility to obtain transportation to the Career Center. The only exception to this will be absences due to calamity days.

UNEXCUSED ABSENCES

Any absence not on the excused absence list, as well as those deemed unexcused by the Administration will be considered unexcused. Work/Grades from absences that are unexcused will receive no credit.

- **OUT OF SCHOOL SUSPENSION AND TRUANCY** will be counted as an unexcused absence. Students will receive a grade of **zero** for any tests/assignments missed during the O.S.S/TRUANCY. These days will count against the school attendance requirements. (Page 7)

- Any days over the 6 days permitted per our attendance policy without a physician/medical excuse.

TARDINESS

Tardiness is defined as any appearance of a student after the scheduled time a class begins. Any student who is (10) minutes or more late to class he/she will be counted as absent (unexcused) from that class.

Tardiness to class:

- Three times = one day of ISS
- Six times = two days of ISS
- Seven times or more = admin. discretion

Tardiness to school: Students may lose their driving/riding privileges if tardiness to school becomes a problem. ISS will be assigned for tardiness to school in accordance with the progression listed above.

APPROVED ABSENCES

All home school functions, college visitations, in-school support, and the Fairview Alternative Suspension Program are not considered absent from school.

EXTENDED ABSENCES

Vacations should be scheduled so that the student will not miss instructional time. If a student must be absent, parents are asked to contact the school in advance to find out how the child is progressing and make arrangements for the child to complete missed work.

Work that is missed because of traveling can be made up with prior approval from the administration. A written note signed by the parent/guardian indicating the dates the student will be absent must be given to the school prior to any extended absences.

MAKE-UP WORK

A student is responsible for checking with each of his/her instructors regarding make-up work, immediately upon returning from an absence.

- The number of days absent determines the number of days permitted to makeup work and tests from class. All work must be made up within the number of days absent. EX: If a student is absent two days, the student must make up all work missed within two days after the student returns to school.
- If a student's absence occurs at or near the end of the 1st, 2nd, or 3rd grading period, an "I" (incomplete) grade may be given and then will be changed to a letter grade. **Please note:** All make-up work the last nine weeks needs to be completed on or before the last day of school if possible.

WITHDRAWAL FROM SCHOOL

Whenever a student under the age of eighteen (18) withdraws from school without moving out of state, transferring to another approved school, or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Notification is to be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of state.

TRANSFERS

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

CERTIFICATE OF COMPETENCIES

All students enrolled in a Career-Technical program will receive a Certificate of Competencies. This certificate will list the skills obtained in the student's Career-Technical Program.

Students will receive an honors sticker on their competencies for an overall G.P.A. of 3.3 or above, over a two year period as follows:

- Career Technical Excellence – G.P.A. figured using lab/theory grades.
- Academic Excellence – G.P.A. figured by using all academic grades obtained at the Career Center.

SCHOOL CLOSINGS/DELAYS

All students should listen to local radio stations, watch WTAP-TV, or check the Internet @ www.wtap.com for the school cancellations/delays. Please Note:

- If a student's home school is closed due to a **non-weather reason** (Conference days, etc.) and the Career Center is in session, the student is expected to be in attendance. Home schools will provide bus transportation.
- If a student's home school is open and the Career Center is closed, the student follows the Career Center schedule.
- 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 delayed schedule.

ANNOUNCEMENTS AND BULLETINS

Announcements of upcoming events at the home school will be posted on a bulletin board located in the hallway near the office. Other items may be posted on the bulletin board only after being cleared by the Director.

Washington County Career Center announcements will be posted on a bulletin board near the Guidance Office. The students are responsible for reading them.

HOME SCHOOL VISITS

Each month home school officials, counselors, or class representatives will visit the Career Center to meet with their respective students concerning matters of interest involving the home school.

FIELD TRIPS

The educational field trip is a real learning experience because there is a direct connection between the school and the world outside the classroom. Emergency medical forms **must** be on file in order for students to participate in field trips. All school rules apply to field trips. **Please note:** Students are not permitted to drive to field trips.

VEHICLE REGULATIONS

Those driving to school must obey the following rules:

- Students driving or riding in personal vehicles are to park in the designated student areas only. Upon arrival students are to report to the DCB Commons.
- All vehicles are to leave the campus promptly at the end of the school day.
- Students are not to be in the parking lot before, during, or after the school day unless they have permission from office personnel.
- Students are required to obtain parking permits from the front office.
- Once the student has arrived at the Career Center, he/she must turn off their radio and remain on school property until the student is dismissed.
- All vehicles should be locked and not left overnight. The Career Center is not responsible for theft or vandalism to vehicles or contents of vehicles.
- Reckless operation of vehicles or squealing of tires either on school property or the surrounding areas will result in loss of driving privileges.
- Students are not permitted to ride in the back of pickup trucks.

- No vehicle shall display any decals or symbols, which could be considered offensive in nature.
- Students that drive to school and are chronically tardy will lose their driving privileges for a period of time and possibly for the remainder of the year.
- Four-wheelers are not to be driven to school.
- All vehicles are subject to search by school officials.

DRESS REQUIREMENTS

One of the primary objectives of the Washington County Career Center is preparation for employment. Students are to practice standards of grooming acceptable to the occupation of their choice. A neat appearance is an important factor in securing employment and will be stressed as one of the objectives of the school.

It is the responsibility of each instructor to encourage student dress and personal appearance, which will be appropriate to the trade or craft for which the student is preparing.

Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school; therefore, students are expected to meet reasonable standards in their dress and grooming.

Hats or other head coverings, headbands and bandannas, sunglasses, tank or low cut tops or bare midriff clothing, transparent clothing, sagging pants below the hip bone, clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items, clothing that depicts violence or is associated with gang activity, clothing that contains a sexual innuendo, heavy chains, clothing with large holes, or other clothing deemed inappropriate by the administration or staff will not be permitted. Shorts, skirts, and dresses of modest length will be permitted.

Please note: Only those hats issued by the Career Center program teachers may be worn in the lab area. Those hats are to remain in the lab area at all times.

Students who violate the dress code will not be permitted to attend class or lunch until they are dressed in an acceptable manner. In addition, violators will be assigned to ISS, and repeat violators will face more serious consequences.

The Career Center reserves the right to ask anyone to change his or her outfit if, in the estimation of the staff, it does not comply with our guidelines.

CAFETERIA REGULATIONS

All students will be expected to eat in the cafeteria. No student is permitted to leave campus during lunch. Students leaving the grounds without permission will be counted truant. Each student should make every effort to keep the cafeteria clean and neat.

LOCKERS

At the beginning of the school year, each student may be assigned a locker. This locker will remain the student's responsibility during the school year. The school assumes no responsibility for the loss of articles from lockers. Lockers should be kept locked at all times.

Please note: under Board policy, school authorities may search, at random and at any time, lockers and the contents thereof.

STUDY HALL

All students without a scheduled class will be assigned to the study center. Parents/guardians choosing to assume responsibility of their child during this time must present WCCC with written permission prior to the student's release.

FLEXIBLE CREDIT OPTIONS

The Washington County Joint Vocational School District Board of Education believes an effective educational program provides opportunities for students to customize certain aspects of their learning around individual needs and interests. Credit flexibility is one method which allows for increased student learning by allowing access to more resources, customization around individual student needs, and the use of various measures of student learning.

Credit flexibility changes the focus from seat time to student performance. High school credit can be earned based on an individually approved flexible credit plan. The intent of flexible credit is to meet increased expectations for high school graduation, which in turn will properly prepare students for the needs of the 21st century.

The Washington County Career Center will begin offering flexible credit options during the 2010 – 2011 school year for both junior and senior students. To successfully earn credit, mastery of content and certain abilities and skills, must be demonstrated through a comprehensive examination, a final project, a presentation or any other mutually agreed upon assignment.

GRADING PROCEDURES

The Career Center operates on a nine-week grading period. This means there will be four grading periods every school year. At the midpoint of the grading period or at other times as warranted, the parents or guardian will be notified of unsatisfactory student work with the possible reasons given.

A grade of Zero (0) will be given for Out of School Suspension (OSS), an expulsion, and truancy. This includes daily grades, test scores and examination scores.

- Students will receive credits on a 9-week basis.
- Students will take end of course exams during the second and fourth nine-week grading period. These exams will constitute 10% of the second and fourth nine weeks grade.
- Students will receive a work ethic grade in their Career-Technical Program each nine weeks. This grade will be included in their WCCC grade point average.
- The grading scale for the Washington County Career Center will be as follows:

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

Work Ethic Rubric

CATEGORY	Excellent (4) A	Good (3) B	Satisfactory (2) C	Needs Improvement (1,0) D, F
Attendance	Missed no unexcused days during the nine weeks.	Missed no more than (1) one unexcused day during the nine weeks.	Missed no more than (2) two unexcused days during the nine weeks.	Missed (3) three or more unexcused days during the nine weeks.
Performance	Work reflects this student's best effort.	Work reflects a strong effort from this student.	Work reflects some effort from this student.	Work reflects very little effort on the part of this student.
Preparedness	Brings needed materials to lab and is always ready to work.	Almost always brings needed materials to lab and is ready to work.	Almost always brings needed materials but sometimes needs to settle down and get to work.	Often forgets needed materials or is rarely ready to get to work.
Teamwork	Always listens to, shares with, and supports the efforts of others. Tries to keep people working together.	Usually listens to, shares with, and supports the efforts of others. Does not cause "waves" in the group.	Often listens to, shares with, and supports the efforts of others; but, sometimes is not a good team member.	Rarely listens to, shares with, and supports the efforts of others. Often is not a good team player.

STUDENT FEES

No student will be denied admittance to the WCCC due to financial need. All fees must be paid in full in order for students to receive their report cards and their high school diploma.

REFUND POLICY

Student fees will be refunded according to the following schedule:

- W/D from school through September = 100% Refund.
- W/D from school through October 1st – end of 1st semester = 50% Refund.
- W/D from school after 1st semester = No Refund.
- January graduates = 50% Refund of lab fees minus club fees.
- Career and Technical student organization dues are not refundable once paid.

Tool kits are required in some Career and Technical programs. Obtaining a tool kit is the responsibility of the student. Tools are required the first day of school. However, if a student is financially unable to purchase a tool kit, arrangements should be made with the instructor to obtain a loaner kit. The student must purchase safety shoes and protective clothing, when required.

FINES AND CHARGES

Students using instructional materials, equipment, and any other resources which are the property of the school district, are responsible for reasonable care of such property. Students may be fined or charged for loss, destruction, or damage to any school property. **Please Note:** No student will be denied educational opportunities for inability to pay required fees.

GRADUATION REQUIREMENTS AND PROCEDURES

The home school grants all diplomas; therefore, all students must meet the specific graduation requirements of the home school. The Career Center counselors will work in conjunction with home school counselors to develop a plan for meeting graduation requirements. All Career Center programs are two years in length; therefore, early graduation is not encouraged.

STUDENT RECORDS

In compliance with Federal regulations, the Washington County J.V.S. District has established the following guidelines concerning student records:

- School Counselors are the Custodians of Records and are responsible for the supervision of all student records.
- Each student's records will be kept in a confidential file located at the guidance office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen [18] years of age or older), and those authorized by Federal law and District regulations.
- Information from records of individual students will be released in compliance with a judicial order or subpoena.
- The Superintendent for use in statistical studies may release records, not including identification. Records may be released for other specific cases with the permission of parents or guardians of students or consent of students eighteen (18) years or older when approved by the Superintendent or the Director.
- No teacher may release information from any student's record to anyone outside the school staff without first obtaining permission of the Superintendent or Director.
- A parent, guardian, or adult student has the following rights:
 - Inspect and review the student's educational records.
 - Request amendments if the parent believes the record are inaccurate, misleading, or otherwise in violation of the student's rights.
 - Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by law.
 - Challenge district noncompliance with the parent's request to amend the records through a hearing.
 - File a complaint with the Department of Education.

- Obtain a copy of the District’s policy and administrative guidelines on student records.

The District has established the following information about each student as “directory information”:

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates the following as student “directory information”: a student’s name, address, telephone number, date and place of birth, photograph, 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, awards received and any other information the district considers to not be harmful or an invasion of privacy, if disclosed.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school counselor in writing that he/she will not permit distribution of any or all of such information.

GRADS

GRADS (Graduation, Reality, Dual-Role Skills) is a program for teens who are pregnant and/or who are already parents. The program is available for both teen mothers and teen fathers.

The primary purpose of GRADS is to keep the teen in school during the pregnancy and following the birth of the child, to the point of graduation.

INTERSTATE COMPACT ON EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

The Washington County Career firmly believes in providing all available opportunities for students of military personnel. In the event of any conflict between the provisions of this handbook and the Ohio Revised Code Section 3301.60, the statute shall prevail.

EARLY PLACEMENT

Early Placement begins the second semester of a student's senior year. All second year seniors who are enrolled in a full-time Career-Technical program may become eligible to participate in the Career Center's job placement program by meeting and maintaining the required standards. Early job placement is a training experience and is in lieu of lab. **Students who believe they qualify for early placement must meet with their Career-Technical teacher to begin the process.**

To qualify for early placement second year seniors must meet the following guidelines:

- Obtain the Career-Technical Instructor's recommendation.
- Earn a cumulative grade point average of 3.0 or above in the Career-Technical program.
- Pass or be passing all subjects.
- Pass all OGT tests.
- Show evidence of meeting graduation requirements.

Prior to placement on the job site:

- All forms must be completed and signed by all parties involved before beginning early placement.
- All students must establish a starting date and time with the Transition/Placement Coordinator.

After placement on the job site students must:

- Maintain passing grades in all academic subjects.
- Obtain positive early placement performance evaluations.
- Follow all school rules and policies as outlined in the Student Handbook.

Students who do not meet these standards will return to their Career-Technical programs for the remainder of the school year.

Please note: Students who do not qualify will be informed of the reasons in a timely manner.

CLUB ACTIVITIES

Every student must be a member of a club from his/her career/technical area. Activities include local, regional, state and national levels of participation. Clubs include:

- Future Farmers of America (FFA)
- Business Professionals of America (BPA)
- Skills USA

Social: Students attending WCCC are also an active part of the student body of their home school. As such, they are eligible for and encouraged to take part in the activities at their home school.

National Technical Honor Society: Membership is reserved for students who maintain a 3.8 G.P.A. in all courses while enrolled at the Career Center. In addition, a selection committee, as outlined in the club charter, considers teacher recommendations, attendance, leadership, community service, and other criteria, for membership. Membership is reviewed each nine-week grading period.

The Interact Club is associated with Rotary International and is a service club for high school age students. Interact Club activities include assisting with special events, volunteering for various service projects and producing and promoting activities for Career Center students. Membership is open to all interested students.

Student Council is a governing body of student leaders who contribute to the operation and production of many aspects of our school. Special projects include operation assisting with visiting groups and tours and production of the annual WCCC Prom.

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 by the Director's office.

VISITORS TO THE SCHOOL

All visitors must report to the main school office and obtain a visitors pass. Visitors are encouraged to visit during lunchtime only. **Please note:** Students are not permitted to bring student visitors to school.

EMERGENCY PROCEDURES

Tornado Disaster Plan/Lockdown Procedure: when the Director has been notified that a tornado or personal safety issue has been identified; or that a drug search is to be conducted; he/she will announce "Lockdown" or "Tornado" and direct all personnel to go immediately to pre-assigned locations.

Fire Alarm/Bomb Threat: Students are to walk to the exit in an orderly fashion and proceed from there as directed by the instructor. If that exit is blocked, the nearest alternate route should be taken. Students should remain outside until the signal is given to return.

Early Dismissal Fire Drill: This will be pre-announced and students will take all necessary items with them to their fourth block class.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- **All medications must be kept in the nurse's office. This includes prescribed and over-the-counter medications.**
- All prescribed medications **must** be kept in the original container, with the prescription dose, frequency taken, date prescribed, physician's name and phone number, and strength.
- All over-the-counter medications **must** be kept in their original packaging.
- All medications are to be administered by the nurse at the appointed times indicated on the prescription. If alternative times are necessary, a signed note from the physician stating why the alteration of time of administration is necessary will be kept on file in the nurse's office in their file.

- Medications that must be carried by the student at all times will have a signed note from their physician stating the dose, medication, method of consumption, (inhaler, pill, injection, etc.), times dose is to be administered, and the reason why medication is to be with them at all times.

Please Note: Any student with a draining wound/piercing will be sent home until the wound is healed or the draining is stopped. These guidelines are to be enforced (per board policy 5330 and procedures).

MEDICAL EMERGENCY CARDS

The central office will have a medical emergency card on file for each student. Medical Emergency cards must be turned into the nurse and copies given to the respective Career -Technical Instructor prior to working in the lab.

ACCIDENT INSURANCE

Students attending WCCC are required to have accident insurance. To meet this requirement a student must be covered under parent or legal guardian **or** purchase a policy available through the school. If for any reason a student does not fulfill this requirement – WCCC cannot accept responsibility in the event of an accident.

TELEPHONES/CELL PHONES

Telephones in the classroom and laboratory areas are not to be used for personal use by students. Also, no phone calls will be made to or directly transferred to students in the classroom. If a student is needed he/she will be called to the office or given a message. **In order for students to use the office telephone, during class, they must have a pass from their teacher.**

Permission needs to be obtained from the office to use the phone.

Cell Phones are a privilege and may be used before school, during lunch, and after school only. They are not to be on/used during class.

Consequences will be as follows:

- **1st Offense – 1 day ISS**
- **2nd Offense – 3 days ISS**
- **3rd Offense – 1 day at Fairview**

If continued problems arise from having a cell phone at school, the cell phone may be removed for the remainder of the school year.

STUDENT VALUABLES

Students are encouraged **not** to bring items of value to school. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

SAFETY PROCEDURES

An important part of your education at the Career Center includes active participation in our safety program. We promote and enforce safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA).

Safety rules will be reviewed by your instructor at the beginning of and throughout the year. It is your instructor's responsibility to see that these rules be consistently adhered to in order for you to remain in the lab area.

Before you will be permitted in the lab area of your chosen program, you will be required to conform to the safety equipment and dress codes for that program. Labs are inspected regularly to ensure that the equipment, operations and procedures are safe for students and all persons working in or visiting the program.

STUDENT DISCIPLINE
Adopted by WCJVSD Board of Education

The Board of Education acknowledges that conduct is closely related to learning – an effective instructional program requires an orderly school environment.

The Board shall require each student attending Washington County Career Center to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of the rules. Such rules shall require that students conform to reasonable standards of socially acceptable behavior, respect the person and property of others, preserve the degree of order necessary to the educational program in which they are engaged, respect the rights of others, and obey constituted authority and respond to those who hold that authority.

SUSPENSION/EXPULSION DEFINITIONS

"Suspension" shall be the temporary exclusion by the Director or designee of a student from a regular school program and such suspension may take place within, as well as outside, the school facilities except that "suspension" shall not include removal of a student from curricular or co-curricular activities for a period of less than twenty-four (24) hours.

"Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed 360 days or one calendar year. It is possible that expulsion can be carried from one semester to another or from one school year to the next school year.

The following rules and regulations should be followed to provide a fair hearing for each student charged with an offense for which he/she may be suspended.

Preliminary Hearing:

No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable.

The Director or designee shall provide the student with written notice of the charge(s) against him/her and shall provide a hearing for the student before suspension is ordered, so that the student has full opportunity to state why he/she should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges. The student's parents may be informed of the charges and the preliminary hearing if the Director or designee so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing.

A "Discipline Form" listing the offense will be sent to the parent(s) notifying them of the offense, the time of the probation period, if any, and the consequences if the student fails to correct the reasons for being disciplined.

Suspension:

Violations requiring "Notice to Parents and Students on Proposed Disciplinary Action" will be sent to the student and parents concerning the suspension or removal with the following information:

- The grounds for suspension or removal.
- Readmission date.
- Notice as to the right of an appeal hearing.

The Director or designee may impose a suspension of up to ten (10) days duration, but shall notify a parent, guardian, or custodian of the student in writing within twenty-four hours of the suspension decision and shall send a copy of the notification home with the student. If the student is eighteen (18) years of age or older, self-supporting, and independent, then notification will go only to the student. The notice will include reasons for the suspension and the right of the pupil, parent, guardian, or custodian to appeal the action to the Superintendent or his designee, the right to be represented in the appeal, and the right to request that the hearing be held in executive session.

The participating local district, if appropriate, shall be notified of the suspension by regular mail.

- Sending a Student Home: Unless the student is an immediate threat to the safety of the school, he/she should remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the Director or designee shall attempt to reach the student's parents to request they pick up their child. If they are unable

to do so, the student remains isolated until school is dismissed.

- **Responsibility for School Work:** All current schoolwork is assigned for In school support (I.S.S.) students in order for them to remain level with their class instruction. I.S.S. students are considered present and grades are taken. However, no grades are issued for work completed during Out-of-school suspension (O.S.S.).
- **Student's Records:** A record of the student's offense may be kept in the discipline files until the end of the school year. Days of absence shall be noted in the student's permanent attendance record.

Emergency Removal:

If the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises, then the following action will be taken:

- The administration may remove the student from all curricular or extracurricular activities or from the school premises.
- A teacher may remove the student from curricular or extracurricular activities under his/her supervision but not from the school premises.
- If a teacher makes an emergency removal, the reasons for the removal must be submitted to the Administration as practicable thereafter.
- If an administrator reinstates a student removed by a teacher prior to the hearing following removal, reasons in writing must be given to the teacher upon request.
- A hearing must be held as soon as practicable after the removal, but within seventy-two hours after the initial removal is ordered. Written notice of the hearing must be given to the pupil as soon as practicable prior to the hearing. The hearing must be held in accordance with the suspension and expulsion procedure depending on the probable action that will be taken. The person who ordered, caused, or requested the removal must be present at the hearing.
- Emergency removal of a student does not constitute "suspension". A hearing will be held and may result in disciplinary action.

Expulsion:

If in the Director's opinion, the alleged infraction warrants expulsion, he/she shall refer the case to the Superintendent. If the Superintendent agrees, the following steps shall be taken:

The Superintendent must give written notice to the pupil and to a parent, guardian, or custodian of the student. The notice shall contain:

- The rule(s) alleged to have been violated;
- The charges against the student;
- Approximate date of the violation;
- The time and place for the hearing;
- A statement of the student's hearing rights:
 - ❑ To counsel;
 - ❑ To appear on own behalf and for parent(s) or guardian(s) to appear;
 - ❑ To produce witnesses and present evidence on his/her behalf;
 - ❑ To a transcript of the hearing.

Suspension and Expulsion "Carryover" Provisions:**Alternative Service:**

The Superintendent is authorized to substitute community service in conjunction with or in place of suspension or expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year using the following guidelines:

- Community service should as nearly as possible be disciplinary assignments appropriate to the offense.
- The student should be assigned to a community service in which there is no danger of injury.
- Community service assigned may include but is not limited to the following agencies:
 - School districts
 - Cities, villages, or townships
 - Churches
 - Service Agencies (such as County Home, Habitat for Humanity, etc.)
 - Other assignments deemed appropriate by the Superintendent

Appeal:

The Superintendent at the time of expulsion will notify the student, his/her parent, guardian, or custodian, the appeal procedures in writing. Appeal procedures are as follows:

- Due process procedures will be followed as described in regulations (JDD-R, JDE-R). The Board or its designee will hold the appeal hearing and provide a verbatim record of the hearing (stenographer or tape recorder).
- The student or parent requesting an appeal must file the request within forty-eight (48) hours after the expulsion.
- The Board meeting in public will take formal action on the appeal hearing. By a majority vote of the Board, the order of suspension or expulsion may be affirmed. The pupil may be reinstated, the action reversed, vacated, or modified.
- If the student or parent desires to appeal the Board's decision, they may file within thirty days (30) with the Common Pleas Court.
- Once the court has heard the appeal, the Court may affirm, reverse, vacate, or modify the decision of the Board. The matter ends there unless either party takes further appeal.

Whenever a student is suspended or expelled for possession or use of drugs as defined in Board Policy or in the Student Handbook, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is to be given two (2) weeks after the suspension or expulsion in a manner that complies with the provision of the R.C. 3321.13 (B) (3).

**INTERROGATIONS AND INVESTIGATIONS
BY LAW ENFORCEMENT AGENCIES**

The Washington County Joint Vocational School District Board of Education believes that it is in the best interest and welfare of all citizens for the school to cooperate with law enforcement agencies, and the Department of Human Services and Children's Services. At the same time, the Board of Education and the Washington County Career Center staff have the responsibility to parents for the welfare of students while they are in the care of the school. To carry out these responsibilities school officials should observe the following guidelines:

- Any authority without the knowledge of a school official may not interrogate a student at the Washington County Career Center.
- Any interrogation must be done in private.
- A student under eighteen (18) years of age may not be released to the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.
- If a student is removed from the school by legal authority, school officials should notify parents of this action as soon as possible.

DETENTIONS

The instructor(s) may issue detentions for minor infractions at his/her discretion with a minimum of 24 hours notice to the student(s). Students will serve detentions with their instructor before or after the school day. Detentions may also be served in ISS during a student's lunch.

SEARCH, SEIZURE, AND INTERROGATION BY SCHOOL OFFICIALS

The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his or her consent unless there is cause to do so in accordance with the terms of law and this policy.

School officials may search a student, his/her car, or other property without a search warrant. There needs to be only "reasonable suspicion" that some misconduct is being or has been committed. Desks, buildings, parking lots and equipment are all property of the school district. School officials reserve the right to conduct inspections or searches when deemed necessary to maintain the educational process or protect the health safety, and welfare of the other students. When criminal conduct is suspected, law enforcement officials may be notified.

Please note: under Board policy school authorities may search, at random and at any time, lockers and the contents thereof.

STUDENT CODE OF CONDUCT

All student behavior at Washington County Career Center is based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school and to behave in a manner appropriate to good citizenship.

Students shall receive annually at the opening of school, a student handbook listing the rules and regulations to which they are subject. These rules shall be developed cooperatively by the faculty and administrative staff and approved by the Board of Education.

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.

Any restrictions on student behavior must be concerned with speed and action, which causes or is likely to cause interference with any school function or purpose, or that, interferes or is likely to interfere with the health, safety, well being, or rights of other students.

Students enrolled at the Washington County Career Center have a responsibility to act in such a way as not to interfere with the educational rights of other students. By accepting the responsibility to participate in school programs on or off school property, the students shall accept the responsibility to conduct themselves according to the rules and regulations governing the operations of these programs. When rules are violated, there are many factors, which must be considered as to the appropriate disciplinary action to be taken. Students may be disciplined for misconduct that occurs off of property owned and controlled by the district but that is connected to activities or incidents that have occurred on property owned, or controlled by that district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. Actions will include but are not limited to the following: verbal or written warning; removal of privileges (may include field trips, club activities, and /or driving privileges); detentions/lunch detentions (student responsible if transportation is needed – 24 hours notice); emergency removal; conference with parents and student; in school support; out-of-school suspension; expulsion; court or law enforcement referral; restitution.

1. Acts of immorality. A student shall not commit acts of immorality on school property. **Personal displays of affection are not appropriate behavior for a school setting.**
2. Aiding or Abetting of School Rules. Any student who assists another student in violating any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
3. Arson. A student shall not burn property nor cause property to be burned with a reckless or malicious intent to cause harm.
4. Breaking and Entering. A student shall not forcibly enter the Career Center school buildings or other people's property on school grounds.
5. Cheating/Plagiarism. Students guilty of cheating will be given a zero for the paper or exercise involved. Parents will be notified. A second offense will result in three (3) days at Fairview. Subsequent offenses may result in a loss of credit.
6. Chronic Insubordination/Disobedience. A student shall not repeatedly fail to comply with the reasonable direction(s) of any staff member(s).
7. Dangerous Weapons, Counterfeit Weapons, Instruments or Objects. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action. As required by law, a student shall be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity any one of the following:
 - Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
 - Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.

- Any similar object that is intended to invoke bodily harm or fear of bodily harm.
- Personal pocketknives or small hand knives are not permitted. Any knife that is to be used as part of the Career and Technical training will be distributed by the instructor and maintained in the lab area at all times.

Please note: Board Policy 5772 states: The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion or any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than 1/4 ounce, mine or device similar to any of the devices described above. Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-related activity. This shall also encompass false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. IF A STUDENT BRINGS A FIREARM ON SCHOOL PROPERTY, IN A SCHOOL VEHICLE OR TO ANY SCHOOL-SPONSORED ACTIVITY, THE SUPERINTENDENT SHALL EXPEL THIS STUDENT FROM SCHOOL FOR A PERIOD OF ONE CALENDAR YEAR AND NOTIFY THE APPROPRIATE CRIMINAL JUSTICE OR JUVENILE DELINQUENCY AUTHORITIES. ANY SUCH EXPULSION SHALL EXTEND, IF NECESSARY, INTO THE SCHOOL YEAR FOLLOWING THE SCHOOL YEAR IN WHICH THE INCIDENT OCCURRED.

8. Demonstration/Disorder. Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the Director to discuss the proper way to plan such an activity.
9. Dishonesty. A student shall not intentionally deceive or lie to staff or administration.
10. Disorderly Conduct. A student shall not, by use of violence, force, coercion, threat, harassment, insubordination or repeated acts of misbehavior, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.

11. Disrespect. A student shall not display discourteous, and/or insulting behavior towards staff or students. This includes “misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.”
12. Electronic Devices. No student is permitted to use a cellular phone, “beeper”, MP3 player, or other electronic device during class time. If the educational process is disturbed, the electronic device may be confiscated.
13. Explosives. A student shall not possess, transmit, conceal, or cause any explosive device or substance that can be used as an explosive with the reckless or malicious intent to cause harm. This includes the possession or use of fireworks
14. Extortion. A student shall not obtain nor attempt to obtain another person's property by threat, expressed or implied.
15. False Fire Alarm or Bomb Threat-Tampering with Fire Alarm System. Unless an emergency necessitates, a student shall not sound a fire alarm or cause a fire alarm to be sounded, nor shall a student falsely communicate or cause to be communicated that a bomb is located in a building or on the premises of a building owned or being used by the Washington County Joint Vocational School District. These acts are prohibited irrespective of the whereabouts of the student. A student shall not destroy, damage or otherwise tamper with a fire alarm system.
16. False Identification. A student shall not use another person’s pass or authorized school identification card.
17. Fighting. A student shall not physically fight with another person.
18. Forgery. A student shall not sign the name of another person for the purpose of defrauding school personnel, forge signatures on school-related documents or falsify phone calls to school authorities.
19. Gambling. A student shall not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
20. Harassment. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, offensive learning environment, or is an invasion of privacy. (see page 40-42)

21. Hazing. Abusive, dangerous, humiliating or forced initiation practices are strictly forbidden.
22. Improper Driving. A student shall not intentionally, recklessly, or negligently operate a motor vehicle so as to endanger the safety, health and welfare of others or to damage property.
23. Insubordination/Disobedience. A student shall comply with reasonable direction by a staff member. This includes “misconduct by a pupil that occurs off property owned or controlled by the district but is connected to activities or incidents that have occurred on property owned or controlled by the district.” Chronic insubordination can result in expulsion. **This includes standing for the Pledge of Allegiance.**
24. Misuse of Computer. Students are prohibited from using school computers to display inappropriate language or symbols. Students are prohibited from using school computers without the permission and supervision of an instructor or other school personnel. (See pages 38-40)
25. Physical/Verbal Assault. A student shall not physically, nor verbally assault another person. Physical/Verbal Assault of a teacher or staff member may be cause for expulsion. Any statement or non-contact action that a staff member, student or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone.
26. Possession or Distribution of Pornographic Literature. A student shall not possess or distribute such items on school property.
27. Profanity and/or Obscenity. A student shall not verbally or by written word, direct profanity or any inappropriate comments to any other student/school personnel or insult any student/school personnel by obscene gestures.
28. Robbery. A student shall not take another person's property by force or threat of force.
29. Safety Rules. A student shall not violate any of the safety rules that have been established for their classroom or their laboratory areas. (This includes horseplay.)
30. Sex Offenses/Sexual Harassment. A student shall not sexually assault another person.

31. Tardiness. Tardiness is defined as any appearance of a student after the scheduled time a class begins. For every five times a student is tardy to class, he/she will receive one day of absence in that class. Any student who is (10) minutes or more late to class he/she will be counted as absent (unexcused) from that class.
- Tardiness to class:
- Three times = one day of ISS
 - Six times = two days of ISS
 - Seven times or more = admin. discretion
- Tardiness to school: Students may lose their driving/riding privileges if tardiness to school becomes a problem. ISS will be assigned for tardiness to school in accordance with the progression listed above.
32. Theft. A student shall not take property, which does not belong to the student. Theft will be basis for possible expulsion and may be reported to law enforcement officials.
33. Threats and Intimidation. A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person.
34. Trespassing. A student shall not enter the areas of the school other than the ones to which assigned without authorization from the person in charge, nor shall the student return to the assigned school without permission while under suspension, expulsion, or act of removal. The nature trail is off limits to students.
35. Truancy. A student shall not be absent from class(s) or other properly assigned activities without an excuse approved by the administration. ***Note: Students cannot miss school and go to work without prior permission from the Administration/Staff. Also, students that are ten or more minutes late to school/class will be considered truant.**
36. Unauthorized Presence in Parking Lots. A student shall not be in any parking lot during school hours unless given permission by the instructor or other school officials.
37. Unruly Conduct. A student shall comply with directives of authorized school personnel during any period of time when the student is properly under the authorization of the school. This shall include any improper conduct among or between students, including sexual imposition.

38. Use/Possession of Alcohol/Drugs/Drug Paraphernalia: A student shall not sell or transmit any narcotic, dangerous drug or any substance that causes physical or mental change.

The Washington County Career Center has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies. The sale, distribution, possession, or use of alcohol is prohibited. This includes nonalcoholic beers and wines, steroids, and the like. The Director or his designee may take the following action in situations involving offenses that are drug or alcohol related:

- 10 days out-of-school suspension.
- Possible expulsion for up to 80 days. Report student to local law enforcement agency.
- Encourage student to schedule an appointment with a drug/alcohol counselor.

NOTE: Aggravated and chronic use/possession/trafficking of illegal drugs may result in permanent expulsion.

39. Use/Possession of Tobacco. Smoking or possession of tobacco is illegal by Ohio Revised Code 3313.751.

Smoking – USING tobacco products – or POSSESSING tobacco, in any form, is PROHIBITED for pupils in every school district in Ohio. Reference: Senate Bill 339 and Ohio Revised Code 3313.751. The school prohibits the sale, distribution, use, or possession of any form of tobacco, or look-alike tobacco products, during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

1st offense – 3 days assigned to the alternative suspension program (Fairview School) (if under 18 – notify sheriff’s department)

2nd offense – 5 days assigned to alternative suspension program (Fairview School) (if under 18 – notify sheriff’s department)

3rd offense – 10 days Out of School Suspension and recommended expulsion (if under 18 - notify sheriff’s department)

- 40 . Vandalism. A student shall not willfully cause, nor attempt to cause, destruction or defacement of school or personal property of others.

STUDENT COMPUTER/INTERNET POLICY FOR THE WASHINGTON COUNTY CAREER CENTER

WARNING

The Internet contains extensive information on a variety of subjects. Not all this information is accurate or reliable, particularly where the advice of medical, legal, accounting or other professionals would be appropriate. Caution is advised with information obtained on the Internet and users should not rely on advice found therein. The school district expressly disclaims responsibility for such advice. There is no privacy on the Internet. Never give out personal or identifying information about you, anyone else, or the school. Many laws, including those related to copyright infringement, harassment, slander and/or obscenity apply to Internet use.

GENERAL INFORMATION

Computer/Internet access will be provided to the students of the Washington County Career Center at times and places determined by the school for educational purposes. Use by outside student clubs and organizations is limited to those times when the Computer/Internet access points are not in use for instruction and shall be limited to educational purposes and governed by this policy. Access to the Computer/Internet will be under the direction and supervision of the staff assigned to the Internet access area.

The school reserves the right to monitor and control all Computer/Internet activity including, but not limited to, the transmission, receipt and storage of e-mail and the websites visited.

A violation of this policy will be treated as a violation of the student discipline code and may result in loss of Internet access privileges or other disciplinary measures as set forth in the discipline code including suspension or expulsion if appropriate.

Before students may be permitted access to the Computer/Internet, they will complete required training and process the requisite permission form.

No public forum is created through the provision of this access or the use of the system.

All non school software and diskettes must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.

Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator.

Network password security is the responsibility of the student. Any student unable to log onto the network for any reason will be subject to the penalties below.

PROHIBITED CONDUCT

Students must observe the guidelines outlined in the Computer/Internet Policy. Failure to do so may result in penalties as determined by the school administration in accordance with the student conduct code. Students shall not:

- Access, transmit, and/or retransmit material that promotes violence or advocates destruction of property.
- Access, transmit, and/or retransmit any information containing sexually oriented material.
- Access, transmit, and/or retransmit material that advocates or promotes violence or hatred against particular individuals or groups of individuals.
- Use, possess and/or load bootleg software (bootleg software means any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software including the payment of any fees owing the owner of the software.)
- Use encryption software from any access point within the school district.
- Commit or attempt to commit any willful act involving the use of the network that disrupts the operation of the network within the school district including the possession, use or attempted use of computer viruses.

- Access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization.
- Alter a person's password, files or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
- Copy (without authorization), damage, or alter any hardware or software.
- Delete a file (without authorization).
- Attempt to establish or establish computer contact into school district restricted computer nets or any other unauthorized databases.
- Inappropriate or misuse of an e-mail account.

Students receiving the loss of privileges penalty will have their accounts disabled. Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times.

**SEXUAL/RACIAL AND ALL FORMS OF HARASSMENT
BY SCHOOL EMPLOYEES, OTHER STUDENTS, OR
THIRD PARTIES** *Regardless of race, color, national origin,
sex, age and disability.*

Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors:

Harassment

Harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminating or offensive learning environment on the basis of age, ancestry, color, disability, gender, marital status, national origin, and/or other legally protected characteristic.

The Washington County Career Center believes that each student has the right to work in an environment free from racial, sexual or other forms of harassment or discrimination. Inappropriate conduct which interferes with student learning and/or creates a discriminatory, hostile, intimidating or offensive educational learning environment or conflicts with the learning process and prohibits the overall mission of the district is prohibited.

Bullying-Bullying is an intentional physical, verbal or written (whether computer/electronically generated and/or pictured) act that a student displays toward another individual more than once. The behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive in that it creates an abusive, intimidating or threatening educational environment for the other individual.

Racial Harassment-A student on school property or at a school sponsored event shall not participate in any behavior that could be classified as racial harassment. Racial harassment can include: degrading actions, discrimination, intimidation, slurs or epithets (whether computer/electronically generated, pictured, spoken, or written), threatening behavior, unwanted physical contact or violence.

*NOTE-If you believe you are a victim of racial harassment, you are to notify the high school director, Mr. Dennis Blatt, immediately.

Sexual Harassment-Sexual harassment includes all types of unwelcomed sexual advances, exposure to sexually oriented language, pictures or writing, pressure for sexual activity, requests for sexual favors, inappropriate or suggestive comments, (whether computer/electronically generated, pictured, spoken, or written), unwanted physical contact or the attempt or act of sexual assault.

*NOTE-If you believe you are a victim of sexual harassment, you are to notify the high school director, Mr. Dennis Blatt, immediately.

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

Students Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Washington County JVS District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the Director level.

An informal grievance with the above mentioned administrator does not require parents/guardians to be present. However, if an informal acceptable solution can not be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

Step 1

An alleged formal discrimination grievance complaint should first be made by the student or parent/guardian to the director within five school days of date incident occurred. Copy of the alleged grievance must be forwarded to the district Title IX Coordinator immediately.

Step 2

If not resolved at Step 1, the decision may be appealed to the district's Title IX and/or Section 504 Coordinator within five school days.

Step 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level, within five days.

Step 4

If not resolved at Step 3, the decision may be forwarded at anytime by the complainant to the Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Suite 750-Bank One Center, Cleveland, Ohio 44104-2611.

Please Note: Parents/Guardians do not have to be present at the informal compliant meeting with the Director. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present discrimination allegations or charges against fellow students, staff member, or others associated with the district, or third parties.

This guideline does not negate the requirement for reporting suspected child abuse to the proper authorities in compliance with AG 8462. Some forms of sexual harassment of a student by another student may be considered a form of child abuse that would require that the student-abuser be reported to proper authorities in compliance with State law.

SCHOOL CALENDAR

Aug 22 & 23	Teacher In-Service
Aug 24	1 st Day of School
Sept 5	Labor Day (SC)
Sept 23	Progress Reports Due
Sept 29	Parent/Teacher Conferences (4-7 P.M.) (S. Open)
Oct 21	1 st Grading Period Ends (42.5 days)
Nov 11	Veterans' Day (SC)
Nov 24, 25, 28	Thanksgiving Break (SC)
Dec 2	Progress Reports Due
Dec 23 - Jan 2	Christmas Break (SC)
Jan 13	2 nd Grading Period Ends (49 days)
Jan 16	Teacher In-Service-Martin Luther King Day-SC
Feb 10	Progress Reports Due
Feb 16	Parent/Teacher Conferences (4-7 P.M.) (S. Open)
Feb 20	Presidents Day (SC)
Mar 16	3 rd Grading Period Ends (43.5 days)
Apr 2 - 6	Spring Break (SC)
Apr 12	Open House (S. Open)
Apr 18	Progress Reports Due
Apr 24	P/Teacher Conf./Soph. Sch. (4-7 P.M.) (S. Open)
May 24	4 th Grading Period Ends (45 days) & Last Sch. Day
May 25	Teacher In-Service
May 28	Memorial Day (SC)

180 Days in Session (Includes Parent/Teacher Conferences)
+4 Teacher In-Service and Reporting
 184 Total Days in the Calendar

If required, make-up days would be scheduled: 4/2, 4/3, 4/4, 4/5 & 5/25.

***(SC) School Closed**

