

This STUDENT HANDBOOK
has been approved by

SCIOTO COUNTY CAREER TECHNICAL CENTER
BOARD OF EDUCATION

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The Scioto County Career Technical Center Board of Education and its staff are dedicated to providing equal opportunity. No student or employee of the Scioto County Career Technical Center shall, on the basis of gender, race, color, national origin, disability, religion or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance as provided by Title IX.

SUPERINTENDENT'S WELCOME

On behalf of the teachers, support staff, administration, and the Board of Education, I welcome you to an educational opportunity of a lifetime!

You will experience a transformation of your definition of school and learning. Through the efforts of our highly qualified staff, you will be presented concepts of the world of work, such as technical abilities, academic skills and employability skills.

Mastery of these concepts will be the basis of your success at the Scioto County Career Technical Center and your success through life.

We are proud to be part of your future.

YOUR FUTURE STARTS NOW!

Stan Jennings
Superintendent

MISSION OF SCIOTO COUNTY CTC

The mission of Scioto County CTC, the region's driving force for re-energizing the economy, is to provide a superior workforce through personalized training, new technologies and community partnerships.

Safe School Helpline
1-800-418-6423
1-800-4-1-VOICE
www.safeschoolhelpline.com

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GENERAL INFORMATION

Relationship with Associate School:

Students attending Scioto County Career Technical Center remain members of their associate school and maintain a relationship with the associate school.

- Upon completion of requirements established by the state of Ohio, SCCTC and the associate school, the student will graduate from the associate school.
- Students may participate in associate school extracurricular activities such as athletics, music, plays, clubs, etc., if they meet all associate school eligibility requirements. All associate school rules and regulations must be observed while attending these functions.
- At different times during the year, associate school principals may request that SCCTC students are dismissed to attend associate school activities. Students will be notified of the details through announcements. Individual students to be dismissed must secure an associate school activity pass from Student Services.
- Students who are reported absent from the SCCTC are not permitted at any associate school unless on official business and with the permission of associate school principal.
- Any student suspended or expelled from the SCCTC will also be suspended or expelled from the associate school in regards to attendance and extracurricular activities.
- In order to keep SCCTC students informed of events at their associate school announcements will be made daily and posted on the bulletin board located outside the Student Services office.
- The associate schools operate school transportation and enforce all regulations.

Student Lockers:

Lockers are assigned to all students. Students must provide their own locks. **Lockers are school property; school personnel may inspect lockers and contents at any time.**

STUDENT FEES

Fees for the 2009-2010 school year for SCCTC students are as follows:

Info. Tech Jr.	Total \$162	Info Tech Sr.	Total \$184
Criminal Justice Jr.	\$194	Criminal Justice Sr.	\$194
Allied Health Jr.	\$222	Allied Health Sr.	\$217
Cosmo Jr.	\$323	Cosmo Sr.	\$236
Child Care Jr.	\$63	Child Care Sr.	\$70
MOM Jr.	\$175	MOM Sr.	\$183
BPM Jr.	\$67	BPM Sr.	\$74
Carpentry Jr.	\$218	Carpentry Sr.	\$76
Dental Jr.	\$252	Dental Sr.	\$188
Hotel & Resort Jr.	\$270	Hotel & Resorts Sr.	\$270
Auto Tech Jr.	\$151	Auto Tech Sr.	\$88
Welding Jr.	\$169	Welding Sr.	\$74
Masonry Jr.	\$256	Masonry Sr.	\$88
Electricity Jr.	\$506	Electricity Sr.	\$88
Electricity Jr.-Rent option	\$121	Electricity Sr.-Rent option	\$128
Auto Body Jr.	\$78	Auto Body Sr.	\$70
Ind. Maint. Jr.	\$169	Ind. Maint. Sr.	\$70

Fees cover the expense to the student for the following items:

- Rental/ownership of tools
- Youth club memberships
- Workbooks
- ACT (tech prep students)
- State Tests (AHTP, Cosmo2, MOM2, DA2)
- Program attire
- Magazines, newspapers, and media center materials
- Miscellaneous supplies
- Classroom related materials

Students are responsible for items issued to them and a replacement fee for lost items will be assessed. MasterCard/VISA payments are acceptable. Any returned check fees will be assessed to the student account.

Seniors will **not** receive completion materials and juniors will **not** receive their grade cards at the end of the year unless all fees (including cafeteria charges, library fees, etc.) are **paid in full**. All fees must be paid on or before the seniors' last day of classes in order for their portfolios to be ready for the completion ceremony.

Textbooks:

Textbooks are the property of the SCCTC Board of Education and are on loan to students. All books should be handled carefully since others must use them. Students will be assessed the value of the book if the book is damaged in any way -- other than normal wear -- while the books are in their possession.

Cafeteria:

The school will have a **closed lunch period**. This means that students will not leave the school grounds during the lunch period or have catered/delivered lunches. Students may bring a lunch and eat in the cafeteria or purchase lunch. Students should not sit at the ends of tables, and the aisles should be free and not blocked by students or chairs. Tables shall be clear and chairs shall be placed under the tables before students leave the cafeteria. Round tables are reserved for faculty and staff and should not be occupied by students. There should be no food (drink, candy, etc.) taken from the cafeteria. No students will be permitted in the teachers lounge.

Visitors:

Students are not to bring visitors, spouses, or children to school to spend the day or any part of the day in class with them. Parents and members of the community are always welcome to visit the school and should be directed to the Reception Office to receive a visitor's pass when they enter the campus.

****Visitors will not be allowed on campus between the hours of 10:30 a.m. and 12:00 noon.**

Use of Telephone:

Students will not be permitted to receive personal phone calls. In case of an emergency call by a parent/guardian, a number where the parent/guardian can be reached will be taken and a message will be delivered to the student. Students are not to use the telephones that are in the classrooms; these classroom telephones are for instructor use only. The use of any office telephone is designated for emergency use only. Personal phone calls are not to be made from any office telephone. If the curriculum dictates telephone usage in lab areas, then the student may use the telephone at the discretion of the lab instructor. A student shall not use or possess electronic pagers (beepers) or cellular telephones at school.

Bad Weather Days:

The SCCTC Superintendent will notify the local radio stations in case of emergency closing of the school.

WPAY	104.1 FM
WNXT	99.3 FM
WIOI	1010 AM or 94.9 FM
The Breeze	107.5 FM

You can also log onto www.cancellations.com or www.wsaz.com for updates on school delays and closings.

Armed Services:

The Student Services office will make available information concerning the Armed Services. The Student Services office will schedule the visits by military personnel. Parents have the right to opt out of releasing information to the military. The ASVAB test will be scheduled by Student Services and will be given to select students.

2009-2010 SCCTC SCHOOL CALENDAR**Scioto County Career Technical Center**

August 17

Monday

Teachers' Professional



Development

(8:00 a.m.-2:45

p.m.)

August 18 Tuesday Teacher work day In-service-1/2
day

August 19 Wednesday First Day students - Junior
Orientation

August 20 Thursday All students in
attendance

September 7 Monday Labor Day (No
school)

September 24 Thursday *Open House/Parent-
Teacher Conferences (3:00-
8:00 p.m.)

October 23 Friday *End of First Nine Week*

November 9 Monday Waiver Day - Staff Professional

Development

November 25-29 Wed./Thr./Fri Thanksgiving Vacation(No
school)

December 21 Monday Winter Break
Begins

January 4 Monday Classes
Resume

January 14 Thursday *End of Second Nine
Weeks*

End of First

Semester

January 15 Friday Waiver Day - Staff Professional

Development

January 18 Monday Martin Luther King Day (No
school)

February 15 Monday President's Day (No
school)

February 18 Thursday *Parent-Teacher
Conferences (3:00 -
8:00 p.m.)

March 19 Friday *End of Third Nine
Weeks*

March 22 Monday First day of Fourth Nine
Weeks

March 31	Wednesday	Waiver Day
April 1 - 5	Thr./Fri./Mon.	Easter Vacation (No School)
April 15	Thursday	*Advisory Banquet/Meeting (6:00 - 8:00 p.m.)
May 20	Thursday	*Completion Ceremony(6:30 - 8:30 p.m.)
May 20	Thursday	Last day for Students <i>End of Fourth Nine Weeks/End of Second Semester</i>
May 21	Friday	Teacher In-service
Makeup Days	<i>February 15, April 5, May 21, 24, 25, 2010</i>	

STUDENT SERVICES

Student services are available to all students and are provided by the counselors. Services provided include:

- personal, academic, and career counseling
- home school communication
- consultation with parents, associate school personnel, and SCCTC staff
- student activities
- credit planning
- consultation and referral to appropriate community agencies, including drug and alcohol referrals
- medicine policy, see page 21/22

Enrollment:

Students accepted by the Scioto County Career Technical Center must remain at the SCCTC through Friday, September 4, 2009.

SCCTC program changes must be requested of the SCCTC Counselor no later than Friday, September 4, 2009.

After September 4, 2009, other changes in program enrollment may **only** be considered upon approval by the SCCTC Superintendent on an individual basis with involvement of the student, his or her parent/legal guardian, and the concerned instructors, counselors, program supervisors,

secondary director and the Superintendent of the student's associate school.

Testing:

Information concerning the following tests is available through the student services office:

- ACT (college entrance exam)
- SAT (college entrance exam)
- ASVAB (military aptitude exam)
- ITACS/OCAPS (skill's assessment)
- OGT (state competency exams)
- Various programs are subject to state/national test, examples include:
 - Information Tech Prep A+ Certification
 - Cosmetology state boards
 - OPOTA
 - Allied Health Tech Prep Phlebotomy & Nurse Aide
 - Ohio Dental Assistant Certification Exam

The Scioto County Career Technical Center is committed to helping students pass the state OGT test which is now required to obtain a high school diploma. Intervention programs such as individual and group tutoring is available to all students. The Student Services office will post intervention-tutoring schedules. Students caught cheating in any way will result in the invalidation of test scores.

All career-technical students in Ohio are tested periodically throughout their programs with special career-technical career assessments (ITACS/OCAPS) designed to monitor each student's skill development and to help the school improve instruction.

Career Passport:

This professional document includes a listing of specific career-technical skills, a resume, a completion certificate and test results. This passport may also include copies of awards, transcripts, and other credentials.

Seniors to sophomores:

The state of Ohio has provided incentive for schools to promote dual-enrollment opportunities to their students. The Scioto County CTC is participating in an option identified as "seniors to sophomores".

Academically qualified high school seniors will have the opportunity to earn a year's worth of both high school and college credit at no cost through the pilot of this very important program.

Post High School:

College Planning

Students interested in going on to post-secondary education may get information on a variety of two-year and four-year colleges and technical schools from the student services office.

Scholarships

All students may apply for any scholarship at the SCCTC. Examples of scholarships that are awarded to SCCTC students are:

- Ohio Academic Excellence Scholarship
- Shawnee State Academic Excellence Scholarship

Financial Aid

Students who wish to go on to post-secondary education and need financial assistance will

have access to financial aid applications through the Student Services office. FAFSA forms become available in January and should be completed by March.

College Visitation

Students who wish to have an excused absence to visit a college or technical school must request written approval from the Student Services Office. Level I students will be permitted one day for a college/technical school visit. Level II students will be permitted three days for a college/technical school visit. Students who wish to visit a college must have prior approval and have registered or taken the ACT test. A college visit will not be counted as a day absent at the SCCTC.

School-to-Work Transition:

The goal of the school-to-work transition service of SCCTC is to assist in locating positive placement relating to the career-technical experience. We believe that through personalized training, advanced technology and community partnerships the SCCTC is providing the region with a superior workforce. Positive placement may include program-specific employment, other employment, military service, college or post secondary education. The job placement coordinator implements this service.

Each worksite will be an equal opportunity employer and will not discriminate against the student on the basis of race, color, national origin, gender and disability in hiring, assignment to work tasks, hours of employment, levels of employment, levels of responsibility and pay. Although the goal of this service is to aid in locating employment opportunities for each completer, it must be emphasized that it is impossible to guarantee everyone employment upon program completion. Every effort will be made, however, to achieve our goal.

Internships

Internships will be part of our school-to-work philosophy at SCCTC and will be developed on an individual basis with programs, students, and employers.

Work Permits

Students under the age of eighteen must obtain work permits in the administrative office at their associate schools.

Criteria for Advanced Placement/Internship:

Students eligible for Advanced Placement employment must meet the following eligibility requirements. Placement may begin any time following the end of the first semester of a Level II career-technical program.

Eligibility Requirements:

- Eligible for a career-technical certificate of merit or achievement
- Must be eligible for a high school diploma (no credit deficiencies)
- Passed all parts of the OGT (Ohio Graduation Test) or be exempt
- Maintain (93%) attendance rate for their junior year.
- Have seven (7) or fewer absences (93%) and not more than four tardies during the first semester of their senior year
- Have achieved at least a 2.0 GPA in academic classes and a 3.0 in lab during Jr. & Sr. years
- Must submit an updated resume with the internship application
- Must have all Advanced Placement forms completed
- Must have a recommendation from the program instructor
- Must agree to complete all school exams/assessments (i.e. finals)
- Must work a minimum of thirty (30) hours per week

- Pre-employment drug screening for students applying for jobs with employers who require drug testing
- All school fees must be paid in full prior to internship placement
- Work experience must be directly related to the student's program
- Dental Assisting Tech Prep students must complete the 3rd nine weeks before being eligible for advanced placement/internship
- AHTP students are required to complete two program affiliated exams. (Nurse Assistant & Phlebotomy)

Students will be exempt of all work through successful participation of advanced placement/internship. Students who return to school from Advanced Placement will be placed into a full day schedule. These students will receive an incomplete grade for their course work for the time spent on Advanced Placement. Students who are terminated or quit without proper notification will receive an "F" in lab, academic, elective or employability skill classes each week they remain unemployed or fail to report to the SCCTC Attendance supervisor.

STUDENT SUPPORT DIRECTORY

Diane Allen
GRADS
Graduation Reality Dual-Roles Skills
Schulte Building
Phone ext. 2214

Doug Bell
Technology Technician
Schulte Building
Phone ext. 2203

Nancy Bloomfield
Guidance Counselor/Testing
Schulte Building
Phone ext. 2205

Brett Butler
Treasurer
Taylor Building
Phone ext. 2104

Elisabeth Claxon
Media Center Specialist
Schulte Building
Phone ext. 2229

Don Gibson
Secondary Principal
Schulte Building
Phone ext. 2215

Tim Huffman
Career Assessment
Schulte Building
Phone ext. 2221
Stan Jennings
Superintendent
Taylor Building
Phone ext. 2110

Lesley Jones
Special Education Coordinator
Schulte Building
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Ralph Madden
Assistant Director-Trade & Industry
Phone ext. 2306

Julia Ramey
Guidance Counselor/Recruitment

Kyle Copley
Secondary Asst. Principal
Attend. & Discipline
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Phone ext. 2208

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Tech Prep Supervisor
Taylor Building
Phone ext. 1107

Donna Frasure
Individual Career Planning Coord.
Schulte Building
Phone ext. 2212

Schulte Building
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Marquita Riepenhoff
Grant Writer /HR/Public Rel.
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Phone ext. 2112

Hillary Griffiths
Career Based Intervention
Scioto County ESC
Phone 740-354-0210

ATTENDANCE

The Board believes that there is a direct, positive correlation between a student's academic success, his/her attendance, and the amount of quality time that is actually spent on instruction and learning activities. Frequent absence from school disrupts the continuity of the instruction process. As a result, the benefit of regular classroom and laboratory instruction is lost, and can never be entirely regained even by make-up work.

Therefore, when a student has an unexcused absence, he or she will receive a "zero" for all assignments that day and may not make up missed assignments for credit. Students who exceed five (5) unexcused absence days or more per academic period will have their grades reduced by five percent (5%) that period for each unexcused day of absence in addition to receiving a zero for assignments. Extenuating circumstances may cause the district to refrain from imposing academic penalties for unexcused absences. Extenuating circumstances will be determined on a case by case basis. Appeals may be made pursuant to the grade reduction procedure.

Students who are absent more than 10 absences in a semester will not receive credit for any class or program in that semester.

Attendance in Tech Prep or ½ day programs:

Students who are involved in ½ day programs at the SCCTC have responsibilities at other facilities for the other half of their day. These students are counted as being absent for an entire day at the SCCTC for any absence, even though they may attend a portion of their day at the second facility.

Mentorship Programs in Health Tech Prep:

Students who are enrolled in Health Tech Prep programs are required to attend clinical experiences located at community locations (an example would be SOMC). These are documented as a portion of the approved curriculum offering and will be under the same scrutiny and will follow the same rules as if in attendance at the SCCTC. These students will be answerable to representatives from the approved facilities.

Absence:

Students who are not in attendance at the SCCTC or their associate school participating in an approved school activity shall be counted tardy or absent according to the following guidelines:

Tardiness

A student who reports after 8:20 a.m. and before 8:45 a.m. will be counted tardy.

The Assistant Director-Discipline and Attendance and the Secondary Director will complete administrative review of tardiness due to extreme conditions (such as late buses or hazardous weather conditions).

One-half Day Absence

A student who reports to school after 8:45 a.m. but before 11:30 a.m. will be counted 1/2 day absent.

One-fourth Day Absence

One-fourth day attendance may be considered by an appeals committee for students receiving **NO CREDIT** due to excessive unexcused absences.

Full Day Absence

A student who fails to report to school before 11:30 a.m. will be counted absent the entire day.

A student who obtains an early dismissal and leaves school before 11:30 a.m. will be counted absent the entire day.

Reporting Absence:

A student's parent/legal guardian must call the school by 9:30 a.m. when a student cannot attend school. A call will be placed to the student's home if the school has not been contacted by 9:30 a.m. All excused and unexcused absences will be reported to the assistant director-discipline and attendance.

Returning to School after an Absence:

The student must report first to the office of the assistant director-discipline and attendance to receive a class admittance slip. **The student will present the following:**

Parent/legal guardian note (limit three (3) days per semester). The note must include:

- Date of return
- Student's full name
- Days and dates of absences
- Reason for absence
- Signature of parent/legal guardian

OR

- Other verification of excused absence (see "Excused Absences")

Upon returning to class, a student must complete work missed. **It is the student's responsibility to ask the instructor for make-up work.**

Make up Work

Make up work will be provided to students for an excused absence. **All make up work must be completed in five (5) school days upon returning to school.**

Excused Absences:

To obtain an excused absence, a student must submit a written excuse to the assistant director-attendance and discipline within five (5) days after returning to school. The following reasons are allowable for excused absences:

- A parent/legal guardian note (limit three (3) days per semester) for personal illness

- Verification from parent/legal guardian for death or illness within immediate family. The absence arising from this condition is limited to a period of three (3) days in one given year unless a reasonable cause may be shown by the student for a longer absence
- Quarantine
- A written excuse from the doctor or dentist
- Compulsory legal business
- Verification from parent/legal guardian for observation of a religious holiday
- An emergency set of circumstances judged sufficient by school authorities

Unexcused Absences:

Unexcused absences include days missed due to truancy, suspension, expulsion, failure to provide verification for absence, or days exceeding parent/legal guardian notes.

Excessive Unexcused Absences

The following penalties will apply for excessive unexcused absences in a nine-week grading period:

Fifth Unexcused Absence	1 Day ALC
Sixth Unexcused Absence	Loss of driving privileges for a week and parent conference
Seventh Unexcused Absence	2 Days ALC and loss of driving privileges for a week and parent conference
Eighth Unexcused Absence	Loss of driving privileges for the remainder of the semester

A student who has accumulated five (5, 10, or 15) days of unexcused absences will be referred to the Scioto County Truant Office who will send a “Five-Day, Ten-Day, and a Fifteen-Day Notice” to the parent/legal guardian.

Students who are absent more than ten (10) days in a semester will not receive credit for any class or program in that semester.

A student who has accumulated seven (7) days of absences will have a consultation with a review committee consisting of the assistant director-attendance and discipline, the secondary director, a counselor, and the student’s parent/legal guardian.

The assistant director-attendance and discipline will automatically send a "Fifteen-Day Notice" to the county truant officer when a student accumulates fifteen (15) days of unexcused absences. In addition, the student and parent/legal guardian will be required to appear in Juvenile Court.

Excessive Tardiness to School

The following penalties will apply for excessive tardiness to school in a nine-week grading period:

Third Tardy	Detention
Fourth Tardy	Detention
Fifth Tardy	1 Day ALC
Sixth Tardy	Loss of driving privileges for a week and parent conference
Seventh Tardy	2 Days ALC and loss of driving privileges for a week and parent conference
Eighth Tardy	Loss of driving privileges for the remainder of the semester and referral to Juvenile Court Attendance Officer

Excessive Tardiness to Class

The teacher will assign a forty-minute detention to students tardy to class more than twice in any nine-week grading period. After the second tardy to class in a nine-week grading period, the student will be given a forty minute detention per each tardy.

Early Dismissals:

No one is to excuse a student to leave school for any reason without first contacting a parent or guardian. ALL early dismissal permits must be obtained from the Assistant Director-Attendance and Discipline.

Early dismissals for students who are serving ALC or who have not maintained the 93% attendance rate **will not be permitted** except for circumstances judged sufficient by school authorities.

Students are not to be excused by any instructor to leave school property without authorization.

Home Instruction:

Career-Technical students who will be absent from school for an extended period of time due to medical reasons may be eligible for home instruction. When it becomes evident that a student will be absent from school for reasons considered excusable for a period in excess of ten (10) days, the SCCTC Student Services department shall contact the student's associate school to request a home tutor. The student shall be responsible for reporting the anticipated absence to the SCCTC assistant director - attendance and discipline and the student must complete the necessary written request for home instruction according to the associate school district's policy. The responsibility for providing a tutor rests with the student's associate school.

SCCTC instructors will be notified and may be responsible for providing assignments to the student during the time for which home instruction has been approved. The assignments are to be turned in to the Student Services office who will forward them to the tutor.

Those students that are on home instruction are not permitted to attend any extra curriculum activities associated with the SCCTC. Special circumstances may be approved by the director.

If the student on home instruction is a GRADS student, the GRADS Coordinator shall coordinate the transfer of assignments and materials between the career-technical instructors and the tutor. The GRADS Coordinator shall make at least weekly contact with the student, tutor and career-technical instructors to effectively facilitate completion of all necessary assignments, lessons, tests or other educational projects.

Special arrangements can be made for modifications of lab and academic classes during the time a student is on home instruction.

Grading of assignments and issuance of grades to a student on home instruction may be done by either instructor or tutor, based on prior arrangement. If agreement is not reached regarding these issues between teacher and tutor; secondary director, program supervisor, and the assistant director-attendance and discipline, in consultation with the associate school principal, shall make the final determination.

CONDUCT AND DISCIPLINE

Code of Conduct:

The SCCTC Board of Education has adopted the following guidelines outlining its expectations for the behavior of students. Students are subject to the Student Code of Conduct for: actions occurring at a school operated by the Board or any other property owned or controlled by the Board; or actions that occur at any interscholastic competition, extracurricular event, or any other program or activity sponsored by the school district or in which the district is a participant; or actions that occur off of property owned or controlled by the district but that are connected to activities or incidents that have occurred on property owned or controlled by the district; or 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; or actions that occur during school-provided or arranged transportation. A violation of any section or rule of this code may result in disciplinary action including suspension or expulsion. Students must adhere to the following guidelines:

1. A student shall not be absent from school or any assigned activity/class without a valid excuse. (Level 1-8)
2. A student shall not behave in an insubordinate manner toward any school personnel. (Level 1-8)
3. A student shall not cause, attempt to cause, or behave in a manner that could cause physical injury to anyone. (Level 1-8)
4. A student shall not physically assault, threaten, or make an implied threat to any employee or to anyone affiliated with the school system. If circumstances warrant, expulsion proceedings will be initiated. (Level 6-8)
5. A student shall not disrupt an educational activity or infringe upon the rights of other students or adults. (Level 1-8)
6. A student shall not engage in any act (written, verbal, or gestured) which frightens, degrades, hazes, disgraces, or harasses a fellow student, or any other person. (Level 2-8) Refer to Harassment Policy
7. A student shall not steal or cause damage to school property, private property or any property belonging to an individual at SCCTC. (Level 1-8)
8. A student shall not possess, handle, transmit, or construct any substance or object that is used with the intent to harm an individual. (Level 1-8)
9. A student shall not possess any type of weapon or explosive device. **Violation will result in expulsion.** (Level 6-8) Refer to Weapons Policy
10. A student shall not make, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds. Any student making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat may be expelled for up to one year. (Level 8)

Any person(s) involved in any way with disrupting a school(s) by erroneously reporting an explosive device in such school shall be **prosecuted** to the maximum penalty allowed by the law.
11. A student shall not possess, buy, sell, use, or transmit any drug or drug paraphernalia, alcoholic beverage, intoxicant, or mood-altering chemical of any kind. (Level 6-8) Refer to Substance Abuse Policy
12. A student shall not possess, use, transmit, or conceal tobacco or tobacco-products, lighters, matches, etc. A "tobacco-product" is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, or snuff, clove cigarettes, or hand-rolled cigarettes. (Level 6-8)

The following procedures will be followed in dealing with item #12:

First offense:	one day in school suspension
Second offense:	three days in school suspension
Third offense:	five days out of school suspension or referral to Scioto County

Juvenile Court for counseling
Fourth offense: ten days out of school suspension
Fifth offense: recommendation for expulsion

(NOTE: Ohio State Law makes it illegal for minors to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes.” The first violation of the law may result in a fine, and/or required attendance in a smoking education program. Subsequent violations may result in increased fines, community service, and loss of driving privileges for up to 30 days).

13. A student shall not misuse computer systems, student/teacher files, or access unauthorized information via the Internet. Cyber-bullying on school property and at school events is prohibited behavior which could be perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. Cyber-bullying is not limited to where the bullying originates but also includes where it is communicated. A student shall not copy, erase, or load software without permission. (Level 1-8) Refer to Internet Policy
14. A student shall not use or possess electronic pagers (beepers) or cellular telephones at school. (Level 1-5)
15. A student shall not wear inappropriate clothing and must adhere to the dress code outlined in the student handbook. (Level 1-8) Refer to Dress & Appearance Policy
16. A student shall not participate in any of the following activities: (Level 1-8)
 - Hallway or cafeteria disturbance
 - Public displays of affection
 - Gambling
 - Driving in an unsafe manner
 - Being on the parking lot without permission
 - Activating fire alarms or fire fighting equipment without authorization
 - Constructing unauthorized objects
 - Using profane or abusive language or gestures (including indecent exposure)
 - Sleeping in class
 - Book bags that are not clear, see thru or netted will not be permitted
 - Refusing to attend assigned detention
 - Using radios, iPods, tape and CD players without authorization
 - Playing computer games, card games, board games, etc. without authorization
 - Out of assigned area
 - The distribution of printed materials (flyers, papers, literature, etc.) will not be permitted at the SCCTC
 - Photographing of students, staff, or other personnel attending the SCCTC will be prohibited without authorization
17. Food and beverages are not permitted in the labs, classrooms and hallways, except for class activities that have been pre-approved by the supervisor. Students are prohibited from bringing open containers onto the SCCTC campus. (Level 1 – 6)
18. Academic Dishonesty (cheating, plagiarism, collusion)
A student shall not obtain by fraudulent, dishonest, or deceptive means and use as his/her own (or provide to another student) the work, work product, questions on or answers to

examinations, or like matters of another student or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course assignments. **A student who violates this policy will receive a “zero” for all work involved.** A student shall not use the written work of any other person, or parts or passages of such other person’s writings, or the ideas of such other person and hold them out as, or represent them, to be the product of his/her own mind. (Level 1-8)

19. A student will receive a disciplinary/attendance contract for repeated violations of the school code of conduct. A violation of this contract may result in a Level 8 expulsion.
20. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections of the code of conduct may be dealt with as insubordination.

LEVELS OF DISCIPLINE

LEVEL 1	Reprimand - may be oral or written
LEVEL 2	Written assignment/detention by instructor
LEVEL 3	Disciplinary reports written and mailed by teacher with a parent signature requested. A parent-teacher conference by phone or in person. Parent advised of possible consequences of student’s actions.
LEVEL 4	Referred to assistant director-attendance & discipline for possible in-school suspension.
LEVEL 5	Parent/teacher/supervisor conferences; advise parent of possible in-school or out-of-school suspension.
LEVEL 6	In-school or out-of-school suspension--length of suspension to be decided by supervisor.
LEVEL 7	Intervention by outside agencies (i.e., Juvenile Court, Children Services)
LEVEL 8	Intervention by superintendent or designee for possible expulsion. In any out-of-school suspension or expulsion, the administration will give consideration, on a case-by-case basis, as to whether instructional services (defined as alternative experiences or activities) will be provided to the suspended or expelled student during part or all of the suspension or expulsion.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at any school activities or programs which would include traveling to and from SCCTC.

In addition, this code of conduct includes: 1) misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school property; 2) misconduct that, regardless of where it occurs, is directed at a school employee or their property.

Search and Seizure:

School lockers are the property of the Scioto County Career Technical Center Board of Education. In order to enforce school rules, school officials will search lockers, vehicles, individuals, personal computer files and personal belongings when there is reasonable suspicion to do so. Cars parked on school property may be searched without student permission. Lockers and the contents of any student locker are subject to random search at any time.

Students may be granted the revocable privilege of using school property for parking vehicles. Students must seek prior approval before parking on school property. Parking on school property will be considered consent to search of the vehicles by the secondary director, assistant director-attendance and discipline, supervisor or director's designee, under their duty to maintain a safe environment where education is possible, if reason for the search exists.

Alternative Learning Center (ALC):

The term alternative learning center shall be understood to mean the removal of a student from the normal schedule of classes and activities and reassignment to other special programming required.

While in the ALC students:

- Will not receive credit for lab
- May earn grades for satisfactory work completed for other classes. **(If they get assignments from their instructors before 8:30; otherwise, they will be given an assignment by the ALC supervisor that may not count toward class credit.)**
- Will be required to complete a disciplinary assignment that is related to the offense.
- Will be expected to perform community service assignments.
- Will be searched for items that violate the school discipline code.

Students who are serving in ALC **will not be permitted to receive early dismissals** except for circumstances judged sufficient by school authorities.

Disruptions while in the Alternative Learning Center may result in further disciplinary actions (Levels 6 – 8).

Appeals:

Students who are suspended out of school have the right to “appear at an informal hearing to challenge the reason for the intended suspension and otherwise explain their actions.” A student wishing to appeal a suspension should notify the secondary director, assistant director-attendance and discipline, or his designee so a date and time can be set for an appeal hearing.

Dress and Appearance:

The appearance of a student preparing for the world of work should reflect both the trade area in which he/she is enrolled and promote the student's entrance into employment. Clothing and apparel must not be disruptive to other students and school staff. From an educational viewpoint, no student has absolute freedom of choice in wearing clothing, not wearing certain items of clothing, and/or presenting an appearance that infringes on other students' right to learn by causing a disruptive situation in the classroom atmosphere. **Parents will be contacted and students will be sent home when students arrive dressed inappropriately.** Clothing must not be immodest, distracting, or revealing in any way. Based on suggestions from advisory council members, the following guidelines, enforced by all SCCTC personnel, are to be followed:

The dress code will require students to be dressed in the customary T-shirts/sweatshirts and coordinating scrubs/uniform for their programs. An example of the dress code for a program would be as follows:

- MOM students would wear their program assigned T-shirts Monday, Wednesday, and Friday and their program associated scrubs on Tuesday and Thursday.

The shirts/scrubs will be issued to the students within the first few weeks of school. Once the students have their uniforms they will be required to wear them in lab and their academic classes on a daily basis.

- Shoes are to be worn at all times. Hard sole/steel toe shoes must be worn in lab areas as determined by the lab instructor and administrative staff.

- Protective eye/head wear must be worn in lab areas as determined by the instructor and administrative staff.
- Garments, caps, or patches/pins that contain symbols, words, or pictures with the following messages will not be permitted:
 - sexually suggestive
 - tobacco, drug or alcohol related
 - obscene or profane
 - cults or gangs with obscene messages
 - discriminatory, racial, or ethnic slurs
- Muscle shirts, tank tops, spaghetti strapped garments and apparel that show the bare midriff/chest are not permitted.
- All shorts, skirts and dresses should be no less than mid thigh length and without alterations.
- Biker and spandex shorts are not allowed.
- Hairstyles must be neat, clean, and present a groomed and professional appearance. Any hairstyle must be conducive to employability and the school environment. Hair will not be of such length, style, or color as to pose a threat to safety in the school and/or work setting cause accidents disrupt the educational setting, or endanger the health or physical well being of the student(s).
- Garments that have holes in the seat or crotch area are not allowed.
- Hats that are deemed obtrusive are prohibited in Taylor, T&I and Schulte Buildings. (Baseball style caps may be acceptable.)
- Headbands and/or bandanas are prohibited.
- Sunglasses and cosmetic contacts are not to be worn in buildings unless prescribed by a physician.
- Proper attire will be worn to the achievers' banquet and the completion ceremony. These prestigious events require clothing such as: dress slacks and shirts with collars for males and dress slacks, outfits, dresses, or skirt outfits for females. Dress shoes are preferred.

Student Use of Automobiles:

SCCTC administrators urge students to use the transportation provided by the associate school. Students may be granted the revocable privilege of using school property for parking vehicles. Students must seek prior approval before parking on school property. Students will be permitted to drive to school if they observe the following school rules:

- Registration for student parking permits may be obtained through the criminal justice program. To obtain a parking permit the student must provide proof of a valid driver's license, current year registration and insurance coverage.
- Students must display current year registration tags on the rearview mirror of the vehicle driven. Registration tags will be issued by the criminal justice program at a **cost of \$2.00 per permit**.
- Secondary students who remain in school all day are to park in "A" lot; however, they may not park in faculty/staff spaces (painted white) or in areas painted blue (unless they have a handicapped sticker).
- Excessive tardiness or absences to school may result in the loss of driving privileges.
- **Students will not be permitted to go to their cars or be in the parking lots during the school day without a parking lot pass** issued by the secondary director or the assistant director-attendance and discipline. (Discipline Levels 1 – 6)
- No student car may be parked behind the T&I Building without a parking lot pass issued by the T & I Supervisor. The pass must be displayed in the car's front windshield. (Discipline Levels 1 – 6)
- Failure to display parking permit tag and parking in an unauthorized area may result

- in disciplinary action. (Discipline Levels 1 – 6)
- Speeding and careless driving on school grounds will not be tolerated (may result in loss of driving privileges). (Discipline Levels 1 – 6)
- Littering on the school access road or the parking lot will not be tolerated. (Discipline Levels 1 – 6)
- Automobiles are subject to the school’s search and seizure policy. Items found in an automobile on school grounds are considered to be in the possession of the driver of the automobile. Possession of illegal drugs, drug paraphernalia, alcoholic beverages, intoxicants, mood altering chemicals and/or weapons may result in loss of driving privileges and other penalties. (Discipline Levels 1 – 8)

Prom:

Students who attend the SCCTC prom must be between the ages of (16-20). Students will be required to show evidence of their age prior to registering for prom. Students are subject to the Student Code of Conduct while in attendance of the SCCTC prom.

Field Trips:

The school arranges educational field trips as part of the regular school curriculum. Students must have written permission and an emergency medical information form from a parent/legal guardian. All students must follow the school's conduct rules and regulations. Since a field trip is an extension of the school's curriculum, students who do not attend the field trip activity must stay at the school and complete assigned work. Students must meet attendance and discipline requirements to attend.

Emergency Removal Criteria:

Emergency removal is defined as removing a student from class or school when the presence of said student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process in the classroom or elsewhere on the school premises. The superintendent, administrative staff, or instructors may remove a disruptive student from the classroom or extracurricular activity. Only the superintendent, secondary director, T & I supervisor, or assistant director of attendance & discipline may remove a disruptive student from the school premises.

Instructors must follow these guidelines to remove a disruptive student from a classroom or extracurricular activity in an emergency situation:

- Determine if reason for student removal conforms to criteria established by the Board of Education.
- Send the disruptive student to the administrative office, and notify the appropriate staff **OR** telephone the administrative office for help in removing the disruptive student. Submit a written form stating the reason for removal to the assistant director- attendance and discipline as soon as practical after making such a removal.

The instructor may request a written statement stating the reason for the reinstatement. The assistant director-attendance and discipline must grant permission for the disruptive student to return to the classroom or to an extracurricular activity.

The superintendent, secondary director or designee must follow these listed procedures to remove a disruptive student from the school premises:

- Determine if reason for student emergency removal conforms to criteria established by the Board of Education.
- Provide to the student a written form stating the reason for the removal as soon as practical prior to the hearing.
- Hold a hearing concerning the issue within 72 hours, and consistent with the rules for suspension, or, if it is probable the student may be subject to expulsion, consistent with the rules for expulsion.

- Hold a hearing following a suspension procedure. If the student is subject to expulsion, then expulsion rules must be followed.

GRADING AND STUDENT RECORDS

Student Rights and Privacy Act:

Notice to parents and students: Federal Act (PL93-380) provides for access by parents to permanent school records and an opportunity to challenge any contents, which may be inaccurate, misleading, and inappropriate. Release of student records will be accomplished only upon written consent of the parent or guardian with the following exceptions:

- Other local school officials within the SCCTC
- The student is being transferred from one educational unit to another, when the parents are so notified
- In compliance with a judicial order or subpoena; and
- The state superintendent of instruction or his/her agents.
- Other exceptions provided by law.

Completion Ceremony:

Students who complete a career-technical program may be recognized at an annual completion ceremony and receive a “Career Passport” that documents their accomplishments. Students may be barred from attending the completion ceremony for violation of the Student Code of Conduct.

Students who have attended a one or two-year program and completed all career-technical requirements (fees paid and class assignments completed) may be eligible for one of three levels of certificates. Students who do not complete the below-listed requirements **will not be permitted to participate in the completion/awards ceremony.**

Career-Technical Certificate and Career Passport Requirements:

I. Certificate of Merit

- Must be present 340 days for 2-year programs or 170 days for 1-year programs (95% attendance)
- 3.0 GPA in all of SCCTC course work
- No major discipline problems
- Must be a member of a career-technical youth organization (Skills USA, BPA or DECA)
- Must complete all SCCTC planned Academic and Career-Technical coursework (which may include OCAPS/ITACS or program certification)
- Must be eligible for your Associate School’s and Ohio’s minimum graduation requirements
- Tech Prep students are required to take one college entrance test and attempt a state or national test affiliated with their program
- HTP students are required to take one college entrance test and attempt two state or national tests affiliated with their program

II. Certificate of Achievement

- Must be present 332 days for 2-year programs or 166 days for 1-year programs (93% attendance)
- 2.0 GPA in all of SCCTC coursework
- No major discipline problems
- Must be a member of a career-technical youth organization (Skills USA, BPA or DECA)
- Must complete all SCCTC planned Academic and Career-Technical coursework (which may include OCAPS/ITACS or program certification)
- Must be eligible for your Associate School’s and Ohio’s minimum graduation

requirements

- Tech Prep students are required to take one college entrance test and attempt two state or national test affiliated with their program
- HTP students are required to take one college entrance test and attempt two state or national tests affiliated with their program

III. Certificate of Completion

- Must complete all SCCTC planned Academic and Must successfully earn six (6) credits in lab for 2-year programs and three (3) credits in Lab for 1-year programs
- Must complete all SCCTC planned Academic and Career-Technical coursework (which may include OCAPS/ITACS or program certification)
- Must be a member of a career-technical youth organization (Skills USA, BPA or DECA)

Lab related work completed by students while on Home Instruction will be considered for certificate level.

Minimum Graduation Requirements:

The Ohio Department of Education has established the following as the minimum number of credits necessary to graduate:

English	4 credits
Math	3 credits
Social Studies	3 credits
Science	3 credits
Physical Ed	.5 credit
Health	.5 credit
<u>Electives</u>	<u>6 credits</u>

Total required: 20 credits

Individual associate schools may have additional graduation requirements. If students have questions about credit status, they should contact a counselor.

Grading System:

Nine Weeks Grading Scale

95- 100	A	4.00	73- 74	C-	1.67
93- 94	A-	3.67	71- 72	D+	1.33
91- 92	B+	3.33	65- 70	D	1.00
85- 90	B	3.00	63- 64	D-	.60
83- 84	B-	2.67	62- 0	F	0.00
81- 82	C+	2.33		I	*Incomplete
75- 80	C	2.00			

***Incomplete grades:** Students who receive an incomplete grade because of an excused absence must make up any work missed. It is the student's responsibility to see the instructor about make-up work. Work not made up will be recorded as an "F" at the end of the next grading period. An incomplete grade could jeopardize participation in the completion ceremony. **All make up work must be completed within five school days upon returning to school.**

The final grade will be determined using the following range:

3.80 - 4.00	A	2.00 - 2.32	C
3.67 - 3.79	A-	1.67 - 1.99	C-
3.33 - 3.66	B+	1.33 - 1.66	D+
3.00 - 3.32	B	1.00 - 1.32	D
2.67 - 2.99	B-	.60 - .99	D-
2.33 - 2.66	C+	0 - .59	F

Semester grades will be determined by averaging the nine weeks grades and the semester exam. (For averaging, grades will have the following values: two nine-week grades = .8 of the semester grade; semester exam = .2 of the semester grade)

Students must receive a passing grade in two of three grades per academic courses to receive credit for the course. (first nine weeks, second nine weeks or final exam)

Honor Roll:

The criteria for placement on the honor roll are as follows:

- 4.00 = Straight "A" Honor Roll
- 3.67 - 3.99 = "A" Honor Roll
- 2.67 - 3.66 = "B" Honor Roll

All honor rolls will be based on a 4.00 grading scale. All grades will be carried out three decimal places and not rounded. **A student receiving a “D”, “F”, or an “I” in any subject will not be on the honor roll.**

Credits:

Students who have successfully completed grade and attendance requirements will receive:

- three (3) credits for a program lab and;
- one (1) credit for each academic or elective class

Loss of Credit:

Students who are absent more than 10 days in a semester will not receive credit for any class or program in that semester.

Appeals:

Any student wishing to appeal a grade reduction under this policy must submit a written appeal to a committee consisting of a counselor, an instructor, program instructor, assistant director-attendance and discipline, and secondary director. The written appeal must include copies of any documents relied on for the appeal. Students may be required to personally appear before the committee. The committee will determine the validity of the appeal and notify the student of its decision promptly. Absences occurring after the appeal has been submitted will be reviewed and considered by the committee. Denials may be appealed by the student to the superintendent, by filing a written request no more than seven (7) calendar days after the committee issues a denial. The secondary director or counselors will be responsible for granting of special credit, for make up of failed subjects, home instruction credit, and grade corrections. A committee consisting of a counselor, the instructor, supervisor, assistant director-attendance and discipline and the secondary director will review a student's situation to determine a student's grade when special problems arise.

Withholding Credit:

Student credit will be withheld for student fees and replacement costs that are not paid in full.

These fees and costs may include, but are not limited to:

- Replacement cost for textbooks lost or not returned
- Outstanding lab fees
- Replacement cost for lost tools
- Costs incurred due to vandalism and damage to school property
- Associate school fees
- Overdue or lost library books
- Cafeteria charges

Credit Deficiencies:

Students are responsible for meeting all associate school graduation requirements. This must be done by working with the associate school counselor. The SCCTC does provide after-school credit make-up classes for some required courses. Check with the SCCTC student services office

for make-up class schedules.

***Note: Attending after school make-up classes is a privilege. Any violation of the student handbook will result in immediate dismissal and loss of any credit earned. Students who have not maintained a 93% attendance rate will not receive credit for any class. Students who wish to appeal for credit recovery must follow the appeals procedure on page 20.**

CAREER-TECHNICAL ACHIEVERS' BANQUET

The career-technical achievers' banquet is held each spring to honor outstanding students in the areas of grades, attendance, youth club competition, and "Student of the Month."

Criteria:

To be honored, a student must achieve one of the following:

- A 3.7 or higher grade point average through the third nine weeks (without D's, F's, or I's).
- Perfect attendance up to the day of the banquet.
- Selected as a "Student of the Month".
- Placed 1st, 2nd, or 3rd at a youth club competition at regional or state level, or be a regional or state officer.

A student who is in violation of the discipline code of conduct may be disqualified from the achievers' banquet and other honors.

NATIONAL CAREER-TECHNICAL HONOR SOCIETY

The National Career-Technical Honor Society recognizes the achievements of students enrolled in career-technical education programs. Membership in the Honor Society requires:

- A lab grade of an "A" for each nine week grading period
- A grade of "B-" or better in other classes for each nine week grading period
- Grade totals include 1st and 2nd semesters of the junior year and 1st semester of the senior year. Grades will be determined at the end of each semester.
- No in or out of school suspensions and no more than one detention per semester
- Membership and participation in a school association (Skills USA, HOSA, BPA, etc.)
- No more than three (3) days absences per semester
- A nomination by the students career-technical instructor
- Students chosen will be subject to following the criteria for the 2nd semester of their senior year. Students may be removed from the honor society if they do not meet the criteria in the 2nd semester of their senior year.

HEALTH AND SAFETY

Every student must complete an emergency health form, which will be kept in the student service's office.

For their own safety, any student who has a medical condition that warrants an identification necklace or bracelet is encouraged to wear them while in attendance at SCCTC.

In the event of a serious injury or illness to a student, SCCTC will notify an emergency service immediately. Every attempt will be made to notify the student's parent/legal guardian.

PRESCRIPTION MEDICINE POLICY

Students may not possess prescription or non-prescription medications while on campus without pre-approval of school authorities.

The administration of prescription and non-prescription medication to a student during school hours is permitted only where medically necessary. The student's parent or guardian should determine, with the student's physician, whether a medication schedule can be adjusted to avoid administration during school hours.

Student medications – both prescription and non-prescription – will be kept in the student services office. An exception will be made for asthma inhalers, upon proper registration of the inhaler with the secondary director or designee. Other exceptions may also be made on a case-by-case basis, if possession by the student is medically necessary, and only upon pre-approval of the secondary director or designee. The student's parent or guardian should deliver both prescription and non-prescription medications to the student services office. Alternative medication delivery arrangements must be pre-approved by the secondary director or designee.

Both prescription and non-prescription medications must be in the original container, with the original pharmacist's and other label attached. Prescription medications must have a completed Physician's Request Form attached or previously on file in the student services office. Non-prescription medications must be in the original container with a properly completed parent/guardian non-prescription medication consent form for that medication attached or on file.

Student Insurance:

Due to the industrial nature of a career-technical school and the fact that students will be working with many different kinds of machines, there is always the possibility that accidents may occur. Therefore, we encourage all students to be covered by accident insurance through either a home policy or a plan suggested by the school at the beginning of each school year. If a student does not obtain accident insurance suggested by the school, the parent/legal guardian must sign an insurance waiver. **The SCCTC does not carry insurance on any student.**

Student insurance/waiver forms are to be returned to the instructor by the end of the second week of school. Students may not be able to work in labs or participate in other school activities if proper forms are not returned.

Fire Drill Procedures:

Any ring on the fire alarm system will be considered as if a real danger exists.

Students should answer the first alarm without direction from the instructor.

The first student out of an exit should open the doors and hold them open for others.

Students are to leave the room and the building without books, coats, book bags and similar items.

When all students are out of the classroom, the instructor will close the door and follow his/her group.

Keep lines moving after leaving the building. The students are to proceed along the walk until they are away from the buildings. When students leave the building, they are to remain on school property.

After leaving the building, students should stay with their class and instructor. Instructors are to take their grade/attendance books with them when leaving the building and take the attendance when students are assembled outside.

Administrators are to check restrooms in their specific areas.

Talking and laughing will not be permitted while the drill is in progress so that needed

instructions may be heard.

Alternate escape routes are also to be taught to students. A main exit may be blocked during each drill so that an alternate escape route is practiced.

Return only when directed to do so by the school official in charge.

Instructors will fill out and date a check sheet after each fire drill. This check sheet is to be turned into the secondary director's office **the same day**.

Tornado Drill Procedure:

Tornado drills will be signaled by a continuous tone and when possible a P.A. announcement.

Students should answer the alarm without direction.

When all students are out of the classroom, the instructor will follow his/her group to the designated tornado shelter area.

Instructors are to stay with their group and are to take attendance upon reaching their designated area.

Administrators are to check restrooms in their specific areas.

Talking and laughing will not be permitted while the drill is in progress so that needed instructions may be heard.

Return only when directed to do so by the school official in charge.

Students in the T&I building are to move under the mezzanine areas in each lab.

Students in the Schulte building and Taylor building are to go the lower corridors.

Students in auxiliary buildings such as guard shack or the T & I area should move to the nearest main building and seek shelter.

SUBSTANCE ABUSE POLICY

The SCCTC has zero tolerance toward illegal drugs and alcohol and has the ability to employ the assistance of canine or other search or surveillance services.

A student shall not possess (including in purses, wallets, lockers, automobiles, desks, etc.), buy, sell, use, or transmit any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug,* alcoholic beverages, paraphernalia, intoxicant, or mood-altering chemical of any kind.

*(NOTE: Any student who is required to take **prescription medication** during the school day must follow the schools prescription medication policy.)

A student shall not possess, use, represent, make, sell, give, package, or transmit a counterfeit controlled substance. The following is a description of counterfeit drugs:

- Any drug or its container that bears a trademark, trade name, or other identifying mark is used without the authorization of the owner with rights to such trademarks, trade name, or identifying mark.

- Any unmarked or unlabeled substance that is represented to be distributed by someone other than the person, who manufactured, processed, packaged, or distributed the substance.
- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its markings, labeling, packaging, distribution, or the price for which it sold or was offered for sale.

The following guidelines will be normally followed when this policy is violated. Individual circumstances may justify lesser or greater discipline.

I. Possession and use:

First Offense:

1. Ten (10) day suspension
2. Parent/legal guardian written notification
3. Parent/legal guardian conferences
4. Scioto County juvenile office notification
5. Suspension reduced to five (5) days if a student voluntarily seeks professional evaluation and completes the recommended program

Second Offense:

Numbers 1-4 of first offense listings
Expulsion, unless following procedure followed:
A student must agree to professional evaluation. Based on evaluation and procedures agreed upon, expulsion may not be recommended.

Third Offense:

Numbers 1-3 of first offense listings
Referral to juvenile court
Recommendation for expulsion

II. Sale of Chemical (Drugs/Alcohol) and Trafficking:

First Offense:

1. Ten (10) day suspension and recommendation for expulsion
2. Parent/legal guardian given written notification
3. Case referred to juvenile court officer

DANGEROUS WEAPONS IN THE SCHOOLS POLICY

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons.

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 explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921.), which includes any explosive, incendiary or poisonous gas, bombs, grenades, rockets, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from possessing or bringing a firearm or knife to a school operated by the Board or any other property owned or controlled by the Board; or to any interscholastic

competition, extracurricular event, or any other program or activity sponsored by the School District or in which the District is a participant; or to events that occur off of property owned or controlled by the District; but that are connected to activities or incidents that have occurred by the District but that are connected to activities or incidents that have occurred on property owned or controlled by the district; or where there is 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; or during school-provided or arranged transportation.

HAZING, HARASSMENT, INTIMIDATION AND BULLYING

The prohibition against hazing, harassment, intimidation and/or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

Hazing, harassing, intimidating and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, harassment, intimidation and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other student/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, harassment, intimidation and/or bullying can include many different behaviors.

Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. cyber bullying through the use of any district owned or operated communications tool

such as the following:

- A. sending abusive or threatening e-mails, web site postings or comments and instant messages;
- B. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online.

In evaluating whether conduct constitutes hazing, harassment, intimidation and/or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

School Personnel Responsibilities

Teachers and other school staff, who witness acts of hazing, harassment, intimidation and/or bullying, as defined above, promptly notify the building principal/designee of the event observed no later than the next school day.

Teachers and other school staff who receive student or parent reports of suspected hazing, harassment, intimidation and/or bullying promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is filed with the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint which is filed with the building principal/designee no later than the next school day.

Students, parents or guardians and school personnel may make formal or informal complaints of conduct that they consider to be hazing, harassment, intimidation and/or bullying by written or verbal report to a teacher, school administrator or other school personnel. Such formal or informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witnesses. The school staff member or administrator who receives an informal complaint promptly documents the complaint in writing, including the above information. The formal or informal complaint along with the written report by the school staff member and/or administrator is promptly filed with the building principal/designee for review and action.

Administrator Responsibilities

The principal/designee is notified of any formal or informal complaint of suspected hazing, harassment, intimidation and/or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, harassment, intimidation and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary, action is included in the report. Where appropriate, written witness statements are attached to the report.

A. Investigation

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complainant student of the condition that his/her report be anonymous.

B. Non-disciplinary Interventions

When verified acts of hazing, harassment, intimidation and/or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered hazing, harassing, intimidating and/or bullying.

C. Disciplinary Interventions

When acts of hazing, harassment, intimidation and/or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of hazing, harassment, intimidation and/or bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the

perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Report to the Victim and his/her Parent or Guardian

If after investigation, acts of hazing, harassment, intimidation, and/or bullying against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy of the perpetrator.

Hazing, harassment, intimidation, and/or bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, harassment, intimidation and/or bullying for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

NON-DISCRIMINATION POLICY

The Scioto County CTC Board of Education and its staff are dedicated to providing equal opportunity. No student or employee of the SCCTC shall, on the basis of sex, race, color, national origin, disability, religion or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance as provided by Title IX, Section 504, and Title V.

STUDENT ANTI-HARRASSMENT POLICY

SEXUAL/RACIAL AND ALL FORMS OF HARASSMENT BY SCHOOL EMPLOYEES, OTHER STUDENTS, OR THIRD PARTIES

(Regardless of race, color, national origin, gender, age, and disability)

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

SEXUAL HARASSMENT

Verbal:

The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member or other person associated with the district, or by third parties.

Non-Verbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds,

leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the District, or by third parties.

Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow student, staff member, or other person associated with the district, or by third parties.

**RACE, COLOR, NATIONAL ORIGIN,
AND DISABILITY HARASSMENT**

Verbal:

Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, gender, disability, religious beliefs, etc. to or by a fellow student, staff member, or other persons associated with the District, or by third parties.

Non-Verbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the district, or by third parties, the alleged harasser is a student, staff member, third parties, or other persons associated with the District, or by third parties.

Physical:

Any intimidating or disparaging action such as hitting, hissing, cursing, spitting, hazing, bullying on or by a fellow student, staff member, or other persons associated with the District, or by third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other persons associated with the District, or by third parties should promptly take the following steps:

1. If the alleged harasser is a student, staff member, third parties to the district other than the assistant director-attendance and discipline, the affected students or their parents/guardians should contact the assistant director-attendance and discipline as soon as possible after the incident. ***(The assistant director-attendance and discipline must immediately send to the Title IX Coordinator a copy of the alleged harassment complaint).***
2. If the alleged harasser is the assistant director-attendance and discipline, the affected student(s) or their parents/guardians should, as soon as possible after the incident, contact the District's Title IX Coordinator or if the student is disabled, their Section 504 Coordinator at the school's administrative board office.

The student(s) or parents/guardians may make contact either by a written report or by telephone or personal visit. During the contact the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by the District's Title IX Section Coordinator as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

1. Protect the confidentiality of the student who files a complaint
2. Encourage the reporting of any incidents of sexual, racial, or other forms of harassment
3. Protect the reputation of any party wrongfully charged with harassment

Investigation of a complaint will normally include conferring with the parties involved (if under 18 years of age may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for the good faith filing of a complaint or assistance in an investigation.

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 harassment allegations or charges against school employees, other students, or third parties.

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE

Preamble for Alleged Discrimination and Harassment Grievances

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) guidelines, any student, support staff, teachers, counselors or administrators who believe that the Scioto County Career Technical Center or any school official has inadequately applied the principles 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 (gender), Section 504 of the Rehabilitation Act of 1973 (disability), or the Age Discrimination Act of 1975, as amended, 20, U.S.C., etc, SEQ, which prohibits discrimination on the basis of age in educational programs receiving financial assistance, may file a complaint which shall be referred to as a formal grievance/harassment complaint.

It is recommended that the grievant attempt to resolve the alleged discrimination or harassment complaint informally at the director/supervisor level within five (5) days of the date of the incident occurred. However, if the alleged discrimination/harassment complaint cannot be resolved informally, the following procedure shall be followed:

Step 1

A grievant may file a grievance at any time directly with to the Office for Civil Rights, U.S. Department of Education, and OCR.

**Bank One Center
600 Superior Avenue, East Suite 750
Cleveland, OH 44114-2611**

Step 2

An alleged formal discrimination grievance/harassment complaint shall be made to the assistant director-attendance and discipline or immediate supervisor within ten (10) working days of the date the incident occurred. A formal conference will be arranged to discuss the alleged discrimination/harassment and determine a reasonable solution. Nevertheless, a carbon copy of the discrimination/harassment complaint must be forwarded to the District Title IX/504 Coordinator.

Step 3

If the issue is not resolved at Step 1, the decision may be appealed to the Title IX or 504

Coordinator within five working days. A conference/investigation will be held with involved personnel in the alleged act of discrimination/harassment. (Both of these titles include Title VI).

504/Title IX Coordinator

Marquita Riepenhoff
Scioto County Career Technical Center
951 Vern Riffe Drive
Lucasville, OH 45648
Phone No. 740-259-5522 ext. 2112

Step 4

If the issue is not resolved at Step 2, the decision may be appealed to the district superintendent who functions as the final mediator at the local level.

PLEASE NOTE: Parents/guardians do not have to be present at the informal complaint meeting with the assistant director/supervisor. However, parent(s)/guardian(s) must be present at all levels of the formal alleged discrimination process for youths under the age of 18 years.

INTERNET POLICY

The purpose of the Scioto County Career Technical Center's computer network is to support and facilitate the research and education of its students and teachers by providing access to resources and the opportunity for collaboration. The Internet provides a connection to computer systems from all over the world. The SCCTC firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. The SCCTC cannot control what might be available on other systems. Some information is controversial and sometimes offensive. The SCCTC does not condone the use of such materials and will automatically cancel accounts of those who access this kind of material.

In order for the purpose of the network to be achieved and access to the network to be equitable, certain rules and procedures must be followed. Before students may use the Internet they will be asked to sign an *Internet Acceptable Use and Safety Policy*. Some of the areas included in this policy are:

Use

1. The use of the network must be in support of education and research and be consistent with the educational objectives of the SCCTC.
2. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyright material, threatening or obscene material, hate mail, chain mail, harassment, discriminatory remarks, and other antisocial behavior.
3. Uses for commercial or political purposes are not acceptable.
4. Subscriptions to list servers must be reported to the network administrator. Prior approval is required for students.
5. Vandalism will result in cancellation of all privileges. Vandalism is defined as the attempt to harm or destroy data of another user or equipment (hardware) of the network.
6. Installation of software onto the network or onto individual workstations by students is prohibited. Downloading software from the network or individual workstations is prohibited.

7. Accessing inappropriate material is prohibited.
8. No interactive game playing is permitted.
9. Students must have the instructor's permission before printing information from the computer.

Security

10. When assigned an account:
 - a) Select a password that is unique that others will not be able to readily guess. A password that includes some numbers is more difficult for others to guess.
 - b) **DO NOT** tell others your password. You are responsible for **ALL** transactions involving your account. Change your password frequently, especially if you think someone might know it.
11. All students' files and messages stored on the file server or any workstations are property of the District and may be subject to periodic inspection.
12. Only the authorized user of the account shall use accounts for authorized purposes. You are ultimately responsible for all activity under your account.
13. Do not consider e-mail as private. Messages sent using wrong user names or addresses go directly to the person designated as postmaster for that server and will be read by that person. The network administrators can also read messages. Once sent, you have no control over what the receiver does with your message. That person may forward it on to other people, but your name will stay encoded with that message as the original sender, so be careful what you write

Netiquette

14. Netiquette: You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:
 - a) being polite
 - b) use of appropriate language -- do not swear or use vulgar language
 - c) keep messages brief
 - d) do not use the network in such a way as to disrupt the use of the network by others
 - e) report all problems immediately to your teacher or the network administrator
 - f) if you receive a message of questionable content or origin, immediately report this to your teacher or network administrator

Privilege

15. Use of the network is a privilege, not a right. Inappropriate use will result in a cancellation of this privilege. Network administrators will determine what is inappropriate and their decision is final. Network administrators may close an account at any time.
16. Accounts may be granted for up to one academic year at a time, provided the Acceptable Use Policy is read, agreed to, and signed. All students' accounts will be terminated at the end of each school year and must be reestablished the next school year by completing another Acceptable Use Policy.
17. Cyber-bullying on school property and at school events is prohibited behavior which could be perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. Cyber-bullying is not limited to where the bullying originates but also includes where it is communicated.

(A copy of the *Internet Acceptable Use and Safety Policy* may be obtained in the Secondary Director's Office.)

LIBRARY INFORMATION

The Scioto County Career Technical Center Library is open five days a week from 8 a.m. until 2:45 p.m. Library services for students include: current magazines, fiction and non-fiction book collection, computer lab with internet access, training on computer literacy and individual help with media training.

During regularly scheduled classes students may use the library to complete classroom assignments and projects. During the lunch periods, students may use the library services for leisure activities.

Basic library rules are

1. respect for equipment, facilities, and other persons
2. No computer downloads or game playing at any time
3. Personal headset for use of audio

An important part of the library services includes access to INFOhio Resources for students and family members at home. To use this valuable reference service, simply log on to www.infohio.org and provide the following passwords to access all databases.

User name: think
Password: infohio

These databases can help you to succeed by providing: up-to-date resources; full-text magazine and newspaper articles; homework help; collections of maps, pictures, and charts; test-preparation resources; online encyclopedias and dictionaries, and much, much more.

The Media Center also provides students with the Gale Virtual Reference Library. It is a reference collection – eBooks- that is available online. This virtual reference library provides students with 24/7 remote access and unlimited circulation of reference collection with no checkout requirements. You can search a single eBook or the entire collection quickly then download, e-mail, or print entries. Students can access Gale through the SCCTC website (www.sciototech.org) through the Media Center on the Main Menu. The password to access Gale is “access.”

Usage is also available off campus:

Go to: <http://infotrac.galegroup.com/itweb/lucasville?db=GURL> then enter password “access.”

SCCTC Student Records 2009-2010

All SCCTC students are required to keep the following signed documents on file in the student services office while enrolled:

- Application
- Emergency Medical Authorization
- Proof of Student Insurance or Release Form
- Free/Reduced Lunch or Refusal Form

