# Student/Parent Handbook
# 2016 – 2017

WCSCC
WAYNE COUNTY SCHOOLS CAREER CENTER
*Education at its Finest*

518 West Prospect Street
Smithville, Ohio 44677

Phone: 330.669.7000
Fax: 330.669.7001
http://www.wcscc.org

| |
|---|
| Owner Name: |
| Owner Address: |
| Owner Phone: |

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# 1 Mission Statement

The mission of the Wayne County Schools Career Center is to provide knowledge, skill development, and experiences necessary for a lifetime of personal and professional growth.

# 2 Message from the Principal

Welcome to the Wayne County Schools Career Center!

We are excited you are here. This school belongs to you, to your parents and to this community. We have a valuable and important history in our community. This year is our 47h year of service to both the young people as well as adults of Wayne County.

The staff and administration feel we have one of the finest Career Centers in the country. We expect students to attend school, look and act employable, and conduct themselves as young ladies and gentlemen, remembering that employers are in this building regularly and first impressions are lasting.

We feel we have a great deal to offer you. If you are willing to put forth the effort and maintain a positive attitude, you will be successful both here and in life.

Accept the challenge! Have a great year and again, welcome.

Sincerely,

Matt Brown
Principal

# 3 School Calendar

| | |
|---|---|
| Wednesday, August 17 | Student/Parent Orientation |
| Monday, August 22 | First Day for JUNIORS |
| Tuesday, August 23 | First Day for SENIORS |
| Monday, September 5 | Labor Day – No School |
| Monday, September 12 | Fair Day – No School |
| Thursday, October 6 | Parent - Teacher Conferences |
| Friday, October 21 | Wayne County Teachers In-service - No School |
| Friday, October 21 | End of First Nine Weeks |
| Thursday, November 24 | Thanksgiving Vacation |
| Friday, November 25 | No School |
| Monday, November 28 | No School |
| Thursday, December 22 | Start of Winter Break – No School |
| Wednesday, January 4 | School Reconvenes |
| Friday, January 13 | End of Second Nine Weeks – End of First Semester |

| | |
|---|---|
| Monday, January 16 | Martin Luther King Day – No School |
| Thursday, February 16 | Parent - Teacher Conferences |
| Friday, February 17 | No School |
| Monday, February 20 | President's Day – No School |
| Friday, March 24 | End of Third Nine Weeks |
| Monday, April 10 | Start of Spring Break – No School |
| Friday, April 14 | Good Friday – No School |
| Monday, April 17 | School Reconvenes |
| Monday, April 24 | Teacher Waiver Day – No School |
| Friday, May 26 | Last Day – SENIORS |
| Monday, May 29 | Memorial Day – No School |
| Wednesday, May 31 | Last Day – JUNIORS |
| Wednesday, May 31 | End of Fourth Nine Weeks |
| Thursday, June 1 | Teacher Work Day or Makeup Day (if needed) |

### 3.1 Summary and Notes

Total days in session, including parent-teacher conferences and ODE 180 days approved waiver days.

### 3.2 Makeup Days

The following dates will be utilized, in order, to makeup days if needed.

| Makeup Days | | | |
|---|---|---|---|
| First | April 10 | Sixth | June 2 |
| Second | April 11 | Seventh | June 5 |
| Third | April 12 | Eighth | June 6 |
| Fourth | April 13 | Ninth | June 7 |
| Fifth | June 1 | Tenth | June 8 |

## 4 Staff Directory

### 4.1 Board of Education

| | |
|---|---|
| President, Dr. Gregory Roadruck | Orrville City |
| Vice President, Curt Denning | Dalton Local |
| Donald Noble II | Triway |
| Frank Besancon | Green Local |
| Douglas Zook | Chippewa Local |
| Janice Grim | Tri-County ESC |
| Susie Lawson | Tri-County ESC |
| Larry Acker and Dr. Janice Gallagher | Wooster City |
| Kurt Steiner | Norwayne Local |
| Philip Keener | Northwestern Local |
| Sue Williams | Southeast Local |
| Doug Stuart | Rittman |

## 4.2 Treasurer

Mary A. Workman

## 4.3 Administration

| | |
|---|---|
| Kip Crain | Superintendent |
| Lynn Moomaw | Director of Operations/Adult Education |
| Matt Brown | Principal |
| Lynette Boggs | Career Technical Supervisor |
| Jeff Schleich | Curriculum Supervisor |
| Andrew Cerniglia | Practical Nursing & Career Technical Supervisor |
| Chris Boyan | Career Technical Student Organization Coordinator |

## 4.4 Certified & Support Staff

Please refer to the WCSCC website, www.wcscc.org, for the most updated certified and support staff listing.

# 5 Non-Discrimination Grievance Procedure

The Wayne County Schools Career Center does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, age, or genetic information in its program, activities, or employment.
Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator.
Superintendent
Wayne County Joint Vocational School District
518 West Prospect Street
Smithville, OH 44677

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: 216-522-4970; Fax: 216-522-2573; TDD: 216-522-4944; E-mail: ocr.cleveland@ed.gov; Web: http://www.ed.gov/ocr.

# 6 Schedules

The Wayne County Schools Career Center follows three schedules, a daily schedule, a modified activity period schedule, and a 2-hour delay schedule.

## 6.1 Daily Schedule

| Period | Time |
|---|---|
| 1st Period | 8:05 – 8:55 |
| 2nd Period | 8:58 - 9:45 |
| 3rd Period | 9:48 – 10:35 |
| 4th/5th Period | 10:38 – 11:25 |
| **4th Period Lunch** | **10:38 – 11:08** |
| 5th/6th Period | 11:11 – 11:58 |
| 6th/7th Period | 11:28 – 12:15 |
| **6th Period Lunch** | **11:28 – 11:58** |
| 7th/8th Period | 12:01 – 12:48 |
| **8th Period Lunch** | **12:18 – 12:48** |
| 9th Period/Announcements | 12:51 – 1:41 |
| 10th Period | 1:44 – 2:31 |

## 6.2 Activity Period Schedule

| Period | Time |
|---|---|
| Attendance/Announcements | 8:05 – 8:12 |
| Activity Period | 8:15 – 9:00 |
| 1st Period | 9:03 - 9:42 |
| 2nd Period | 9:45 – 10:24 |
| 3rd Period | 10:27 – 11:06 |
| 4th/5th Period | 11:09 – 11:48 |
| **4th Period Lunch** | **11:09 – 11:39** |
| 5th/6th Period | 11:42 – 12:21 |
| 6th/7th Period | 11:51 – 12:30 |
| **6th Period Lunch** | **11:51 – 12:21** |
| 7th/8th Period | 12:24 – 1:03 |
| **8th Period Lunch** | **12:33 – 1:03** |
| 9th Period | 1:06 – 1:49 |
| 10th Period | 1:52– 2:31 |

## 6.3 Two-Hour Delay Schedule

| Period | Time |
|---|---|
| 1st Period | 10:05 – 10:31 |
| 2nd Period | 10:34 – 11:00 |
| 3rd Period | 11:03 – 11:29 |
| 4th/5th Period | 11:32 – 12:11 |
| **4th Period Lunch** | **11:32 – 12:02** |
| 5th/6th Period | 12:05 – 12:44 |
| **6th Period Lunch** | **12:14 – 12:44** |
| 6th/7th Period | 12:14 – 12:53 |
| **8th Period Lunch** | **12:56 – 1:26** |
| 7th/8th Period | 12:47 – 1:26 |
| 9th Period/Announcements | 1:29 – 2:02 |
| 10th Period | 2:05 – 2:31 |

### 6.4 Scheduling Notes

All students are required to report to and remain in the cafeteria during their assigned lunch period unless excused with an approved pass. After 2:31 p.m., all high school students are required to leave the building unless under the direct supervision of a teacher or other school employee.

## 7 All Day-Every Day Student Expectations

From 8:05 AM until 2:31 PM student must always:

- Have their ID card on a single lanyard or clip, worn around the neck or waistline and visibly displayed at all times.
- Be clothed in appropriate trade wear as the outer most visible layer at all times.
- Students who do not comply will be referred to the Dean of Students and will be considered in violation of Level II-8, Non-compliant behavior. Students also will be required to purchase the following items immediately: ID Card/Lanyard – $5.50. If the rented trade wear, scrubs or polo shirt are not returned a fee of $11 will be assessed.

## 8 Handbooks and Hall Passes

Students will be provided one handbook at the beginning of the school year. Students who misplace or lose their handbook may purchase a new handbook at a cost of $5.00.

A student will only be excused from a classroom or career-tech lab for emergency reasons. Trips to the restroom, locker, student services office, attendance office, etc. must be done during class changes on the student's own time; only when an exigent circumstance exists will the student be excused during instructional class time. Hall passes to Extra Help will be permitted upon student request or at the discretion of the teacher. When in the hallways each student must have a hall pass or trade-duty pass issued by the teacher.

## 9 ID Cards

The WCSCC will provide each daytime student with two (2) picture identification cards and lanyards. One ID card and lanyard will be given to the student, and one ID card and lanyard will be given to the student's program instructor to use as a spare if the student forgets his/her ID card. Students must return these ID cards to their program instructor at the end of the day.

- Only current WCSCC ID cards are permissible and must be worn on a single lanyard or clip, around the neck or waistline and visibly displayed at all times when at school or at a school function.
- Students may only be in possession of their own ID card (Violation of Level II #18).
- Lost, damaged, defaced (i.e. stickers, markings) or stolen cards are the responsibility of the student; students go to the Front Office to purchase a new card at the cost of $5.00 for the ID card and $0.50 for the lanyard.
- ID cards remain the property of WCSCC.

Failure to have and wear a student ID card at school or a school function may be considered a violation of the Code of Conduct, Level II – 8, Non-compliant behavior.

## 10 Student Services

| | |
|---|---|
| Attendance/Signing In and Out of School | Main Office |
| Cafeteria | Head Cook |
| Catch Up Café | Liala Zimmerman |
| College & Career Planning | School Counselor |
| Discipline Questions | Dean of Students/Principal |
| Free/Reduced Lunches | Head Cook |
| Counselor – Education, Public Service, Construction & Health | Student Services Office |
| Counselor – Manufacturing, Mechanics, Technology, & Health | Student Services Office |
| ID Badges | Main Office |
| Illness at School | Clinic |
| Job Information | Student Services Office |
| Lost & Found | Main Office |
| Obligations/Fees | Main Office |
| Parking | Main Office |
| Prom | Jennifer Majka |
| Reduced Lab Fees | Main Office |
| Student Leadership Council | Kimberly Huffman |
| Study Island – OGT Remediation | Liala Zimmerman |
| Testing | School Counselor |
| Transportation/Busing | Home School |
| Work Permit | Student Services Office |

## 10.1 Counseling Services

Counseling services are available to all students at the WCSCC. Through individual and group counseling, the counselors offer time to discuss your concerns regarding educational, career, personal or social issues. Stop by the student services office before or after school or during your lunch break, and make an appointment. In some cases, your trade teacher may allow you to call from your lab to make an appointment. Always bring a pass signed by your instructor. Parent(s)/Guardians should feel free to call and schedule an appointment – 330.669.7020.

Contact the student services office for:

- Change of telephone number, address or custody
- College and scholarship information and arranging college/industry visits
- Contacts with your home school
- Credit checks, graduation requirement reviews, questions about your records
- Financial aid to cover instructional fees
- Military information and arranging for military processing
- Processing a return to the home school or a transfer to a different program during the first two weeks of school (Note: This request must be approved by the Review Committee before a student may return to the home school.)
- Questions about grades and progress reports
- Questions about withdrawal from school

- School official's signature on Social Security forms, Human Services forms, insurance forms, etc.
- Selective Service Registration for males 18 years old
- Work Permits for students under 18 years of age

### 10.2 Related Services

| | |
|---|---|
| Info Link (Telephone Link to All Services on This List) | 211 |
| Alcoholics Anonymous & Ala Teen | 330.263.7461 |
| Catholic Charity Services of Wayne County | 330.262.7836 |
| Community Action | 330.264.8677 |
| Counseling Center of Wayne & Holmes Counties | 330.264.9029 |
| Every Woman's House | 330.263.6021 |
| Every Woman's House Hotline | 330.263.1020 |
| Hospice of Wayne County (Grief Counseling) | 330.264.4899 |
| Juvenile Court | 330.287.5561 |
| People to People Ministries | 330.264.3423 |
| Planned Parenthood | 330.345.7798 |
| Pregnancy Care Center of Wayne County | 330.264.5880 |
| Salvation Army | 330.264.4704 |
| STEPS (Alcoholism Services) | 330.264.8498 |
| Wayne County Children Services Board | 330.345.5340 |
| Wayne County Health Department | 330.264.9590 |
| Wayne County Sheriffs Department | 330.264.3333 |
| Wooster Wayne Legal Aid Society | 330.264.9454 |
| Anazao Community Partners | 330.264.9597 |

## 11 Health Services

### 11.1 Help Me Grow™

Help Me Grow™ is an in-school program aimed at helping students who are in-school parents or parents-to-be. A student may request information about the Help Me Grow™ program from school counselors, the school nurse, teachers or administrators.

The superintendent or his designee may require a physician's verification of the student's health in regards to school attendance. A pregnant minor student may only withdraw from school upon the written request of the physician stating medical reasons.

### 11.2 Health Clinic

The school health clinic is located in room A108 and is open the entire school day. Students may seek assistance for health related concerns or injuries. The school nurse endeavors to provide referrals and coordination of services from area physicians, dentists, health clinics, and related support services.

Emergency Medical Authorization Forms: The WCSCC and THE LAW REQUIRE that each student submits this form online, properly filled out with no blank areas, and signed by a parent or legal guardian. The purpose of the emergency medical authorization form is to enable parents to authorize EMERGENCY treatment for children who become ill or injured while under school authority when parents cannot be reached. It is very important to

fill in at least two other people who can be contacted if the parent/guardian cannot be reached. If parents or guardians are out of town or are unavailable for an extended period of time, the name and phone number of the temporary guardian must be given to the school office.

### 11.3 Administration of Medications

When at all possible, medications need to be given by the parent at home. If this is not possible, prescription and non-prescription medications will be administrated at school in accordance with the following:

- Any prescription medication will be presented to the school nurse in the original container in which it is dispensed by the prescribing physician or licensed pharmacist.
- Written permission (which is located on the back of the licensed prescriber's form) must be received from the parents or guardian requesting that the school district comply with the physician's order.
- The school nurse must receive and retain a statement, which complies with the Ohio Revised Code 3313.713 and is signed by the physician who prescribed the medication. The Medical Request Form is available from the health clinic, school nurse, or WCSCC website.
- The parent, guardian or other person having care or charge of the student must agree to submit a revised statement, signed by the physician who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician changes.
- Please note that prescription and nonprescription medications need to be accompanied by a signed medication form from the physician. Nonprescription medications, such as Tylenol, Ibuprofen, etc. need to be brought in an unopened, original container, accompanied by a signed, over-the-counter medication form located on the WCSCC website or from the health clinic.

## 12 Academic Services

### 12.1 Student Assistance Center (SAC)

Students on an IEP or 504 Plan may receive help with their schoolwork at the WCSCC through the SAC. The following services are provided per the IEP OR 504 Plan:

- Reading tests and quizzes
- Assisting with course work
- Providing taped or highlighted texts
- Providing IEP appropriate materials
- Providing quiet testing environment
- Assistance in completing homework
- Scribing written work (as required)
- Oral testing
- Help with organization and study skills

Students may attend the Student Assistance Center during academic class, lab or STAR period with teacher approval. Students may also attend the Academic Assistance Area for

extra help before school (7:30 – 8:00 AM, Monday – Friday) and after school (2:35 PM – 5:00 PM, Monday – Thursday).

### 12.2 Tutoring and Learning Center (TLC)

The Tutoring and Learning Center (TLC) is open to all students that need help with school work before school (7:30 – 8:00 AM, Monday – Friday) and after school (2:35 PM – 5:00 PM, Monday – Thursday).

The following services are provided:

- Extra help with course work
- Assistance in completing homework
- Help with organization and study skills
- Aid in completing missing assignments

### 12.3 Technology Resource Center (TRC)

The TRC welcomes students from 8:05 AM – 2:31 PM. Students may sign-out books, magazines, or newspapers and use available computers. Internet access is available for student research. Students need to come with a signed hall pas from their classroom teacher or STAR monitor and sign in when they arrive, and have a school-related educational task to work on. Books may be signed out for 2 weeks. No food or drink is permitted in the TRC.

## 13 Career and Technical Organizations

Career-Technical Student Organizations (CTSOs) and activities are recognized as a part of all career-technical programs. Students are urged to play an active part in their respective organizations. The purpose of these organizations is to develop a sense of community, leadership, social skills, and pride in craftsmanship.

Meetings of the groups are held during the school day and are considered to be a part of the career-technical course in which each student is enrolled. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

- BPA – Business Professionals of America
    - Business Entrepreneurship
    - Interactive Media
- FCCLA – Family, Career and Community Leaders of America
    - Early Childhood Education & Care
    - Hospitality
- FFA
    - Agricultural Mechanics/Power Technologies
    - Animal Care and Management
    - Landscaping & Turf Management
- SkillsUSA

    - Auto Technologies
    - Buildings and Grounds
    - Construction Technologies
    - Cosmetology
    - Criminal Justice
    - Culinary Arts
    - Electronics & Computer Networking
    - Engineering Technologies
    - Graphic Design & Photography
    - Practical Nursing
    - Precision Machining
    - Truck Mechanics
    - Powerline Technologies
    - Welding Technologies
- HOSA
    - Dental Assisting
    - Medical Assisting
    - Patient Care Technologies
    - Exercise Science and Sports Medicine
- Other Student Organizations
    - Key Club
    - National Honor Society
    - Prom Committee
    - Student Ambassadors
    - Student Leadership Council
    - Diversity Club
    - Drug Free Clubs of America

## 14 National Honor Society

The objective is to create an enthusiasm for scholarship, stimulate a desire to give service, promote leadership and encourage the development of character in WCSCC students. To be eligible for membership a student may be either a junior or senior and have a cumulative grade point average of 2.51 at the home school and 3.51 for classes taken after being admitted to the WCSCC. The grade point average only determines eligibility. A committee composed of five (5) faculty members appointed by the Principal and the NHS Advisor will also evaluate a student in terms of character, leadership qualities and service activities. Membership applications are available in early February and the induction ceremony is in April.

## 15 Drug Free Clubs of America

This is a program designed to reach, recognize, reinforce, and reward drug free teens, in order to keep them on the right track. When a student applies for membership into the club they are volunteering to be drug tested. Those who have a clean drug screen are granted membership and given a personalized club ID card to use for rewards and perks at school and in the community. The school is not notified of which students passed or failed the drug test, keeping the fear of punitive damages out of consideration when contemplating

membership.  A displayed membership ID card is the only way to know who is in the club at any given point in time.

This program turns peer-pressure on its head by rewarding positive, drug-free choices while giving members the power to say “I can’t, I might get tested”.  Because membership in the Drug Free Club of America is voluntary and supported by the school, local employers, and the community, students can feel the positive effects far beyond the walls of our building. Additionally, those local employers and community members also reap the benefits of this program, as they have a larger pool of drug-free, skilled, applicants ready to enter the workforce and positively contribute to our community.”

# 16 Student of the Month

Two students from each Wayne County district, as well as from private schools and home-schooled students are selected as Student of the Month by the principal and supervisors. Students are nominated by their career and technical instructors.  Students of the Month receive recognitions and awards.

# 17 Home School Information

## 17.1 Athletics

Students at the WCSCC will be expected to maintain the same standards of athletic eligibility as is required at their home school.

## 17.2 Social Activities

Students at the WCSCC are still a part of the student body of their home schools and are encouraged to take an active role in their extracurricular activities. The WCSCC also has clubs, dances, etc. and encourages students to become active here at the WCSCC as well.

## 17.3 Yearbook

Arrangements have been made to provide for the inclusion of items about students attending the WCSCC in their home school yearbooks. Students will have the opportunity to order home school yearbooks at the WCSCC.

## 17.4 Graduation

Students will be able to order graduation announcements, caps, gowns and WCSCC tassels at the WCSCC. Although a certificate of completion will be presented to those completing their work at the Wayne County Schools Career Center, students will graduate and receive their high school diploma from their home school.

## 17.5 Announcements

Bulletin boards are located in the Commons for each home school to post announcements of upcoming events. Items may be posted on these bulletin boards only after the principal, or his/her designee has approved them.

### 17.6 Calendar Coordination

The WCSCC will operate on the county calendar approved by the school districts in Wayne County. Students are expected to be here each day the WCSCC is open for instruction unless the student's home school is closed due to inclement weather. There may be times that students are excused from school for activities at their home school under a pre-arranged agreement between the home school Principal and the WCSCC Principal.

## 18 Busing

Bus transportation to and from WCSCC is provided by the home school districts. Requests/questions (i.e. pick-up/drop-off times, guest riders) should be directed to the home school administration.

## 19 Disseminated Information

Any non-curricular material distributed to students and/or parents such as PA announcements and postings must first be approved by the principal or his/her designee.

## 20 Telephone

Telephones will not be accessible to students during school hours except in the case of an emergency as determined by the attending instructor. Calls to students will not be transferred to classrooms/laboratories except for occurrences requiring immediate attention such as death, or serious injury.

## 21 Visitors

Visitors are welcomed and encouraged at all convenient times. All visitors are required to enter the building through the main entrance and must register (sign in and out) at the main office. They will be issued a visitor identification badge and be escorted to and from their destination. Unregistered visitors should be directed to the main office for proper registration.

## 22 Lost and Found

Each student is responsible for keeping personal possessions in a safe and secure place. Lost and found items will be kept in the main office. Property may be claimed by the owner upon proper identification.

## 23 Independent Student Status

All students regardless of age will be required to follow and abide by all school rules, procedures and policies. If a student is no longer financially dependent upon his/her parents, no longer living at home, and eighteen (18) years of age or older, he/she must bring a copy of some documentation to the guidance office and complete an independent student form prior to writing his/her own notes. This documentation can be a utility bill in his/her name, rent receipt, etc. For the school to recognize the student's adult status, his/her parent/guardian must waive their complete school responsibility for the student. ALL school communications would thus be made directly and solely with the student.

# 24 Attendance

The Wayne County Schools Career Center is dedicated to the development of skills for preparation into the world of work, and to the development of an attitude by its students to attend work and school regularly and on time. Students must assume the responsibility of attending classes. In addition, it is difficult to recommend a student who has a poor attendance record for employment. Parents/guardians have the responsibility to notify the main office at 330.669.7010, when an absence occurs. When possible, please call by 10 AM and have your student bring a note from a parent/guardian (or medical excuse) upon their return to school which explains the absence.

## 24.1 Attendance Credit Policy

The Wayne County Schools Career Center and area employers recognize the importance of good attendance on the job. Absences of 12 or more will be considered as unexcused absences unless medical or pre-approved court notices are provided to the Attendance Office. Any student whose absences exceed 18 days (including both excused and unexcused) is jeopardizing their opportunity for advanced placement as well as hindering the likelihood for successfully completing their program.

Any student enrolled in a single semester course and who is absent more than nine (9) times from that class during the semester may not be granted credit, regardless of the grades received. Any student enrolled in a year-long course and whose absences exceed 18 times in a class for that year may also be denied credit, regardless of the grades received. Students may be kept in the course and recognized as having audited the course. The following absences are not counted in the total allowed for each class. Attendance coding is shown (in parenthesis):

- Out of School Suspension (O)
- Any documented absence which requires a physician's care, confinement to the home or placement in a hospital (M)
- Any absence due to an approved school activity such as a field trip, home school activities, counselor appointments, disciplinary consultation (F)
- Any excused absence removed from a student's attendance record for volunteering and serving Weekday School, unless approved otherwise by the Attendance Review Committee. (V)
- Any pre-approved documented absence as a result of appearing in court (C)
- Any documented absence for time spent in Juvenile Detention (J)

Any student who exceeds the number of absences and is denied credit for either a semester or year-long course has the right to appeal to the Attendance Review Committee. This committee is comprised of the Principal, the student's Guidance Counselor, and one other staff member. In the event of unusual or extenuating circumstances, such as but not limited to personal illness, which does not require an attending physician, or family vacation, the Attendance Review Committee will review and render their decision based upon a majority vote of the committee for each appeal.

Upon the rendering of the decision by the Attendance Review Committee, the student has the right to appeal that decision to the Superintendent of the district or his designee.

Parents/guardians shall be notified of student's attendance in the following manner: Notice sent to parent via US Mail:

- 5 days
- 9 days
- 12 days
- 18 days

The following are conditions under which an absence may be considered as excused (E):

- Personal illness (*a written physician's statement verifying the illness may be required)
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Observance or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent
- Service as a precinct officer at a primary, special or general election in accordance with the program set forth in BOE Policy 5725

### 24.1.1 Personal Illness Policy

Students must bring in a doctors excuse to the attendance office following the 12th excused or unexcused absence in order for personal illness to be coded as excused. This must be done within 3 days upon return from the absence. Documentation from a physician is required to have absences qualify as medically excused and must be submitted within ten (10) school days of return.

Parent(s), guardian(s), or students classified as independents must call the school to report absences. Failure to report absences will result in an unexcused absence (U). Parents, guardians, and/or students may contact the attendance office concerning excused and unexcused absences. During the final grading period, corrections must be made by the last student school day.

### 24.1.2 Late Bus Procedure

Students should report to the main office to sign in. A building-wide announcement will be made or students will be issued individual admit slips. Students will not be marked tardy on their attendance record.

## 24.2 Absences and Tardies

### 24.2.1 College/Military/Industry Visitation (L)

If approved at least 2 days in advance by the guidance counselor, the missed days will not be counted as an absence. There is a limit of 2 days per year for college/military/industry visitation. Under special circumstances the counselor may grant additional visits.

### 24.2.2 Hunting (H)

Students may receive one excused absence per school year for hunting, validated by presenting a current hunting license *prior to taking the absence*.

### 24.2.3 Leaving the Building/Grounds

Students generally are not allowed to leave the building/grounds during school hours. Legitimate reasons are:

- Illness – with health clinic pass from the school nurse
- Home School Activity – with a written request from the home school and submitted to the attendance office.
- Parent/Guardian Request – with a written request from the parent/guardian submitted to the attendance office.
- Adult Student with independent status – with a written request approved by the Dean of Students or administrator.

Once students arrive on campus they are considered to be on "school time". At this point, students must present a written request and sign out at the main office before leaving the building/grounds. For a written request to be accepted by the main office it must be for one of the reasons listed above. Students who leave the building/grounds without signing out or without permission are in violation of Level ll-19 Truancy, of the Code of Conduct. Students that are classified as independent and do not follow the correct procedures are in violation of Level ll-8, non-compliance of the Code of Conduct.

### 24.2.4 Tardiness

Cut-off times for signing into the building are stated below:

- Signing into the building
  - 8:05 – 9:30 Tardy
  - 9:31 – 2:00 0.5 Absent
  - 2:01 – 2:31 1.0 Absent
- Signing out of the building
  - 8:05 – 11:30 1.0 Absent
  - 11:31 – 2:00 0.5 Absent

Additional guidelines for tardiness:

- Students not in class by 8:05 a.m. must report to the main office
- Tardies will be excused only for:
  - An appointment (medical or court documentation)
  - An illness (note with parent signature)
  - A family emergency (note with parent signature)
- Students counted unexcused tardy to school five (5) or more times during a semester will be assigned discipline and may have their driving privileges revoked.
- Students counted unexcused tardy or late to class three (3) or more times during a 9-week grading period will be assigned discipline.

### 24.2.5 Vacation Guidelines

Excused vacations require:

- Being taken with parents, and
- Pre-arranged with a note from parents signed by the student's instructors, and
- Student agrees to make up work as directed by instructor before, during or after vacation, and
- Approved note turned in to Attendance Office prior to vacation.

- Notes
    - If a student has not passed all portions of the OGT, vacations will not be excused during the weeks of OGT testing.
    - If a student has been classified as habitually absent (12 or more absences), vacations will be unexcused.

### 24.2.6 Habitually Absent Students

The Wayne County Joint Vocational School District Board of Education authorizes permission to the superintendent to recommend to the Registrar of Motor Vehicles the suspension of driving privileges for students who are "habitually absent." "Habitually absent" is defined as being absent without legitimate excuse for more than 10 consecutive school days or for at least fifteen total school days.
Parents may appear before the superintendent to challenge the information upon which the superintendent is proposing to act.

### 24.2.7 Missing Children

The Board of Education believes in the importance of efforts to decrease the number of missing children. Therefore, such efforts will be made to identify possible missing children and to notify the proper adults or agencies.

Parents, guardians, or other designated person's shall notify the school on any day a student is absent unless prior notification has been given in accordance with school procedure for excused absences. In instances where this notification had not been given, the principal shall see that a student's parent, guardian, or designated person is notified when the student is absent from school. This notification shall be by telephone or written notice mailed on the same day the student is absent.

## 24.3 Make-Up

### 24.3.1 Make-Up Work

- Excused Absences/Tardies and Suspensions
    - It is the student's responsibility to obtain and complete make-up work, although each teacher must have a system/procedure outlined in their syllabus. Students will have the same number of days as they missed, up to five, to complete all make-up work. If more than five days are missed the student will still only have five days to make up the work unless other arrangements are made with the student's instructor(s). A copy of these alternative arrangements must be submitted to the appropriate supervisor. Work not completed or not of passing quality will be assigned a '0.'

- Unexcused Absences/Tardies
    - Students may obtain and complete all missed work. Students will have the same number of days as they missed, up to five, to complete all make-up work. If more than five days are missed the student will still only have five days to make up the work unless other arrangements are made with the student's instructor(s). A copy of these alternative

arrangements must be submitted to the appropriate supervisor. Work not completed or not of passing quality will be assigned a '0.'

- Expulsion
    - A '0' will be assigned for all work, unless otherwise specified by the expulsion hearing officer.

24.3.2 Attendance Make-Up

Students may remove excused absences from their permanent records by attending Weekday School on a voluntary basis on Tuesdays from 2:35 PM – 5:30 PM. Three hours equals one half (½) day and six (6) hours equal one full day. Voluntary Weekday Schools must be scheduled within the nine week period in which the absence occurred. Students wanting to take advantage of this opportunity should contact Mrs. Dale Tackett, Administrative Assistant to the Dean of Students.

### 24.4 Granting of Certificate

Career and Technical Training Certificates are awarded on the basis of actual hours of training successfully completed. If a student fails sections of the career technical program (lab or related) these hours will be subtracted from the total. Students must attend and pass 90% or more of total program hours to earn the Career and Technical Training Certificate. The awarding of this certificate does not differentiate between excused, unexcused, court, medical, or other absences.

## 25 School Closings & Delays

### 25.1 Inclement Weather

If the Wayne County Schools Career Center is closed due to inclement weather, it will be announced over Wooster WQKT (104.5 FM) and WKVX (960 AM) radio stations. Also tune into WJW Fox 8 News as an additional source of school closing information.

If your home school closes due to inclement weather, students are not required to attend the WCSCC. If your home school delays due to inclement weather, students should report to the WCSCC at the appropriate delay time.
Note: If a student is a half day student, attending the WCSCC in the morning, and their home school is on a delay, the student will not be required to attend and their absence will be considered excused.

### 25.2 Home School In-Service Dates

If your home school is delayed and/or closed due to a Teacher In-Service, students ARE STILL REQUIRED to be at the WCSCC at the normal starting time. Your home school will still provide transportation to and from the WCSCC.

## 26 Snack Shack

The Snack Shack, located in the Commons, gives students an opportunity to purchase various healthy, nutritious snacks and beverages before, during, and after school. Students in STAR periods may visit the Snack Shack at their STAR Monitors' discretion as long as they, (1) have no missing assignments, and, (2) are passing all of their classes. Students stay in the Commons and enjoy their snacks with the Snack Shack Monitor.

# 27 Cafeteria

The WCSCC has a closed lunch period. All students are to report to the cafeteria during their scheduled lunch period. Students are to remain in the cafeteria unless excused with approval.

The cafeteria is an educational lab. As students are learning their trade in the various food areas, customers (students and adults alike) are asked to display patience with the student workers. All concerns should be directed to the Head Cook. Outside food deliveries are not permitted during a student's lunch period. Students or adults may carry a packed lunch and eat the lunch in the cafeteria. You must have an ID badge in order to purchase a lunch.

While in the cafeteria, a student shall not:

- throw food or any other items in the cafeteria
- take table settings (plates/flatware) out of the cafeteria
- be disrespectful to students or staff

The Wayne County Schools Career Center uses an automated lunch sales and fee payment system called EZPay. EZPay allows students to prepay for meals and/or ala carte foods (pizza, cookies, etc.). Students can still pay cash for meals on a daily basis if they choose to do so.

The EZPay system works using the student's ID badge. All students, whether they pay cash or use the prepayment option or receive a free or reduced lunch, are required to scan their ID badge when purchasing their meal. Please visit our website (www.wcscc.org) for more information regarding EZPay.

# 28 Grading

## 28.1 Grade Scale

| Letter Grade | Percent Range | Point Value |
|---|---|---|
| A+ | 100 – 97% | 4.0 |
| A | 96 – 93% | 4.0 |
| A- | 92 – 90% | 3.6 |
| B+ | 89 – 87% | 3.4 |
| B | 86 – 83% | 3.0 |
| B- | 82 – 80% | 2.6 |
| C+ | 79 – 77% | 2.4 |
| C | 76 – 73% | 2.0 |
| C- | 72 – 70% | 1.6 |
| D+ | 69 – 67% | 1.4 |
| D | 66 – 63% | 1.0 |
| D- | 62 – 60% | 0.6 |

Yearly averages will be calculated by averaging the percentages from the four grading periods. Partial credit for a passing grade one semester of a two semester course will not be issued. Failures will be distinguished in three (3) categories:

- Failure for not achieving competencies F
- Failure due to absence Fa

- Failure due to work not completed/submitted Fw

A deviation may be considered if recommended and approved by the teacher of the course.

### 28.2 Incomplete Grades

Students with incomplete grades on their report card will have the number of days designated by the teacher, up to a maximum of two weeks, to complete the work for a grade.

Students that have missing assignments or assignments not acceptable by their instructor may be required to complete the assignment during their lunch period during Catch Up Café.

### 28.3 Honor and Merit Roll

Students with all A's will be on the High Honor Roll. Those with a 3.6 grade point average and higher with no grade lower than a "C" will be on the Honor Roll. Those with a 2.6 – 3.599 grade point average with no grade lower than a "C" will be on the Merit Roll. Any student with an incomplete is not eligible for the high honor, honor or merit rolls.

## 29 OGT Remediation Requirement

OGT passage is a requirement for graduation. Seniors needing to pass the OGT will be assigned to work with an OGT remediation teacher for one class period each day.

## 30 Catch Up Café

Students with missing assignments in Progress Book may be assigned to the Catch Up Café where they can complete missing work during their lunch period. Students assigned Catch Up Café are released to lunch early and will need to report to the Catch Up Café with their lunch. Students who complete their missing assignments before the lunch period may enter the Express Lane, submit the assignment(s), and return to the Commons for their regular lunch period. Students completing their work in the Catch Up Café may be released back to the Commons. Students are also welcome to come work in the Catch Up Café without being assigned to do so as well.

## 31 Work-Based Learning Opportunities

The work-based learning option provides training for specific competencies required for the student's trade through employment placement for students in a position directly related to their chosen career and technical field. Drug Free Clubs of America Members are rewarded with earlier eligibility release dates.

<u>Senior Placement:</u>

- Can begin for eligible senior Drug Free Clubs of America members after 15 school days (based on junior year performance)
- Can begin for all eligible seniors after 1st semester grades have been submitted and reviewed

- Eligible students complete a placement application which is then approved by their career-technical instructor, career-technical supervisor, Dean of Students and the Principal.
- Career and Technical Lab Classroom Time Requirement:
  - Students must spend at least one full lab day each week in the career and technical classroom
  - Students must be at work or in their CTE program for a combined total of at least 12.5 hours each week

Junior Placement:

- Can begin for eligible Drug Free Clubs of America members ONLY immediately after 3rd quarter grades have been submitted and reviewed
- Eligible students must complete a placement application which is then approved by their career-technical instructor, career-technical supervisor, Dean of Students and the Principal
- Career and Technical Lab Classroom Time Requirement:
  - Students must spend a minimum of 2 full lab days each week in their CTE lab
  - Students must be at work or in their CTE program for a combined total of at least 12.5 hours each week

Placement Criteria:

- Students must have a completed résumé, which needs approval from their English teacher, their Career Tech instructor and the Career Services Coordinator.
- Eligibility will be determined using current grades and attendance.
- Students must have and maintain the following:
  - B- average minimum in career and technical program,
  - C- average minimum in EACH academic class,
  - 95% attendance (does not include medical or court excused absences)
  - 3 tardies or less per quarter
- All student fees must be paid in full or a fee payment plan must be in place and current

Please contact Miss Morrow, Career Services Coordinator, at 330.669.7000 for more information.

## 32 Field Trips

School rules and policies apply to all approved field trips. Parental permission must be obtained before students can leave school property for any reason. No unauthorized persons will be taken on a school field trip activity.

Field trips are considered a privilege. Supervisors may take away either individual or group field trip privileges. Students must have fees paid or be “on time” with payments in order to attend field trips. If a student will miss an academic class during the field trip, that student must be earning a passing grade in that missed academic class in order to attend the field trip.

## 33 Schedule Changes

Scheduling is completed prior to the start of each school year. A student-initiated request for a schedule change needs to be submitted in writing (including parent signature) to the student's guidance counselor and needs to meet at least one of the following criteria to be accepted and considered:

- To provide IEP accommodations;
- To accommodate a change of career and technical program during the first two weeks of the school year; or
- To accommodate dropping/adding an elective during the first grading period.

Once the request is submitted, it must be reviewed and approved by the student's guidance counselor and principal before the change may be implemented.

## 34 STAR Periods

STAR (Support, Tutor, Achieve, Review) Periods have replaced our traditional study halls. Students need to bring school work to their STAR period. Sleeping or putting one's head down is not permitted during STAR periods. During these class times instructors are to actively engage students in:

- Supporting students in reaching their educational/career goals.
- Tutoring students who need help with their assignments, organization, and study skills.
- Achieving college and career readiness by building skills such as time management, work ethic, positive attitudes, attendance, appearance, and ambition.
- Reviewing Progress Book for missing assignments or current assignments the students should be completing.

## 35 Instructional, Uniform, and Tool Fees

Each year, the Board of Education adopts a list of instructional program fees to help offset the cost of consumable materials, supplies and vocational youth club membership dues. Students who have a Free or Reduced Lunch Application approved may make application through the Main Office for financial aid to pay instructional program fees. Fee lists are available from trade instructors, guidance counselors, and supervisors. Students enrolled for any portion of three or more grading periods pay the full fee. Those enrolled for any portion of one (beyond two weeks) or two grading periods will pay 50% of the listed fee.

Most trade areas have required fees for tool kits, uniforms, etc. The trade instructor for each area will provide the student with a list of items covered by the rental or purchase fee.

To receive a class schedule and participate in lab at Orientation, or on the first day of school, a student must:

- pay 100% of the instructional, uniform and tool rental fees (or 50% of the tool purchase fee), and
- establish and maintain a payment plan that fulfills the obligation before the end of the junior year.

Payment or the payment plan must be completed at Orientation or the first day of school.

Non-paid fees-students may not participate in the following activities: field trips, banquets (Culinary Arts), CTSO competitions, prom (can not buy a ticket or attend), advanced placement, office aide, SLC, Key Club, or purchase a parking permit.
Exceptions must be approved by the Career Technical Supervisor and the Principal.

## 36 Search & Seizure

School officials and/or school-authorized law enforcement or agency personnel, without warning, may search vehicles when there is a reasonable suspicion to believe that potentially dangerous objects or contraband exist. Students are responsible for all contents of their vehicles and are subject to the code of conduct when dangerous objects or contraband are found in a vehicle. Any and all vehicles are required to be inspected by an administrator or their designee before admittance to any career-technical lab areas.

Lockers are "school property" and subject to search at any time (random, without reasonable suspicion). Please note that law enforcement also conducts random searches of lockers and vehicles on school grounds using Police K9 units.

## 37 Surveillance

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

## 38 Lockers

Each student will be assigned a locker as close as possible to his/her career-tech lab. Only one student will be assigned per locker. Students are advised not to tell others the combination to their locker nor permit anyone else to use their locker. The school is not responsible for the damage or theft of personal property in or out of lockers. Only school issued locks are to be used on the lockers. The WCSCC retains ownership of all lockers. Students should not expect privacy of their locker or locker contents.

## 39 Vehicles/Parking

Students are encouraged to use transportation provided by home school buses. If it is necessary for a student to drive to and from school because of work, program or personal circumstances, the student must apply for a parking permit. No permit will be issued without the consent of the parent or guardian, submission of a copy of the student's driver's license, registration, and proof of insurance, and the approval of the principal or his/her designee. All school fees must be paid or a payment plan must be in place and up to date before a parking permit will be issued. Seniors must have all fees from their junior year paid before a parking permit will be issued. The cost of the parking permit is $5.00.

Students who are granted a parking permit must comply with the following regulations:

1. Only students who will be leaving during the school day to report to their job placements will be allowed to take their vehicle from the parking lot during school

hours. Other students MUST have the permission of the principal to drive their vehicle during school hours.

2. All vehicles MUST display a current WCSCC parking permit and may be subject to an Ohio State Highway Patrol inspection.
3. After parking in the morning, students must immediately leave their cars and enter the building. Loitering in the parking lot is not permitted before, during or after school. Students must sign out in the main office before going to the parking lot during school hours. The speed limit on school property is fifteen (15) miles per hour.
4. School buses always have the right-of-way on school property. Vehicles are not to enter the front drive bus loading area while school buses are in the area.
5. Parking is a privilege; therefore the WCSCC retains the right to search vehicles on school property. Students who choose to drive are responsible for all contents of the vehicle and are subject to the code of conduct for any dangerous objects or contraband found in a vehicle.

Please note, any unregistered vehicles parked on WCSCC property, vehicles parked in a restricted area or improperly parked, or vehicles that have been involved in violations of the above rules may be towed at the owner's expense or wheel-locked. The registered student/owner must pay a $25.00 fee for unlocking the wheel-lock and/or parking privileges may be revoked.

# 40 Emergency Procedures

The purpose of the drills is to prepare the students, so that in the case of an emergency, they will be able to proceed quickly and orderly to their designated areas.

## 40.1 Fire Drills

The state requires that we conduct fire drills. Instructions will be posted in each classroom/lab indicating the exits to use.

## 40.2 Tornado Safety Procedures

The tornado warning system will be used to alert persons of the approach of a funnel cloud or tornado for tornado drills. Instructions will be posted in each classroom/lab indicating its shelter area.

## 40.3 Lockdown Procedure

To ensure the safety of our students in the case of an emergency (i.e. intruder in the building) we will go to a "Lockdown". There will be an announcement over the public address system stating, "We are now going to lockdown." All staff and students are to lockdown their classrooms. Any student or staff member in the hallway is to immediately go into the nearest classroom. Students and staff are to maintain complete silence until they are notified by public address or in person by an administrator or law enforcement officer that the lockdown is over.

# 41 Technology/Network Guidelines

Computer use at the WCSCC is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The

school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers and/or servers/cloud storage.

The use of the network is a privilege, not a right. The privilege may be revoked. Students must observe the guidelines located in Board Policy (copies available upon request from the TRC). Failure to do so may result in loss of computer privileges and/or other sanctions per the Student Code of Conduct.

Streaming media through the WCSCC network shall only be accessed for educationally directed purposes under the supervision of an instructor. Radio or non-radio streaming music sites are strictly prohibited. Access to internet sites and resources shall be limited to school sanctioned education-related tasks.

Students are required to have a User Account set up before using any school computer. Application forms may be picked up in the TRC or from English teachers at the beginning of the year and require a parent signature. Many teachers begin using computers as soon as school starts, so it is important for students to complete this process immediately. Students new to the WCSCC must complete online safety training.

## 42 Electronic Communication Devices (Cell Phones, Smart Phones, etc.)

Students are permitted to carry electronic communication devices (ECD's) throughout the school day and use those devices before school, in the hallway during REGULAR class changes, during lunch, and after school. ECD's are permitted in the classroom including STAR periods *at the discretion of the classroom teacher*. If any of these conditions are disregarded, the ECD is then considered "prohibited" and is subject to the sanctions listed below.

Streaming media through the WCSCC network shall only be accessed for educationally directed purposes under the supervision of an instructor. Radio or non-radio streaming music sites are strictly prohibited. Audio and video recordings (including the taking of photographs) are prohibited during the school day, unless approved by the classroom teacher and are used for educational purposes only.

Technology Use: Offense and Sanctions

| Offense | Sanction |
|---|---|
| First Offense | Confiscation of the device until the end of the following school day. One hour weekday school may be assigned to student for violation of infraction I.5. |
| Second Offense | Confiscation of the device until a parent/guardian is able to come in and claim the property. Property will be returned to student 2 weeks after confiscation if a parent or guardian is unable to pick it up at the front office. Three hour Weekday School may be assigned to student for violation of I.5 and II.8. |
| All Following Offenses | Confiscation of the device until a parent/guardian is able to come in and claim the property. Property will be returned to student 2 weeks after confiscation if a parent or guardian is unable to pick it up at the main office. Violation of I.5, II.8, and |

II.20 of the student code of conduct.

# 43 1-1 Laptop Program

Each student will receive a laptop computer and case to be used in the classroom and at home for educational; purposes only. Juniors will return their laptops to the WCSCC before summer break begins; seniors will have the option to purchase their laptops upon meeting certain ownership requirements listed in the "WCSCC 1-1 Laptop Use Guidelines" posted on www.wcscc.org.

Laptops are expected to be returned in the same general condition as they were issued. Fees will be assessed for damages to the computers including (but not limited to) cosmetic damage, stickers, liquid damage, damage to hardware or software, installing unauthorized software, or removing software. Refer to the Computer Fee Schedule listed in the "WCSCC 1-1 Laptop Use Guidelines" posted on www.wcscc.org. If a computer is damaged, the school must be notified immediately.

Students are expected to protect and keep track of their laptop, charger, and case at all times. Students are not to allow anyone else to log into or use their computer.

# 44 Dress Code

## 44.1 Overview

Career and technical schools emphasize public image, employability and safety. Students attending the Wayne County Schools Career Center are the future employees of local businesses and industries. Community leaders and school personnel agree that personal grooming and professional attire are essential to securing and maintaining employment.

The WCSCC has an adopted Student Dress and Grooming Code. The purpose is to specify standards of dress and grooming that promote a safe school setting conducive to a positive learning environment. The administration reserves the right to determine and enforce appropriate dress at school and at school-sponsored events in accordance with this code. All students are required to dress in appropriate trade wear as the outer most visible layer. Any apparel, hairstyle, or cosmetic, even if not specifically mentioned, which creates a safety concern, draws undue attention to the wearer, tends to detract from the educational process, or causes disturbances among other students, will not be allowed.

Administration may declare optional dress attire for special designated school spirit days. Any attire with lettering or drawings which depict sexually suggestive expressions or actions, libelous or slanderous expressions or actions, ethnic or racial slurs, violent acts, death, weapons, profanity, obscenity, drugs, alcohol, tobacco, and symbols or insignias related to cults, gangs or the occult shall not be worn to school or to school activities.

The following rules apply to all students in addition to specific apparel requirements:

- Hairstyles and facial hair must be neat, clean and meet safety standards. Distracting or radical hairstyles or colors (i.e. blue, green, pink, bright reds, streaking of different colors) are not permitted and must be corrected before attending class

- Undergarments may not be exposed
- All apparel must be clean and in good repair without holes. See dress code chart for additional information.

## 44.2 Requirements

Students will be required to conform to dress code before returning to class (unexcused absence) and Code of Conduct Infractions Level I-2, Dress Code, Level II-1, Persistent Level I Infractions, and/or Level II-8, Non-Compliant Behavior.

The following dress and grooming requirements apply to all students and will be enforced at school and at school sponsored activities.

### 44.2.1 Tops

Students that are enrolled in a career-technical program that have a specific uniform requirement may be required to wear the uniform for the entire school day.

Students enrolled in a career-technical program that does not have a specific uniform requirement or those whose uniform is likely to become too soiled to wear throughout the entire school day will be required to wear a “polo” or “golf” style shirt. The school is defining a “polo” or “golf” style shirt as:

- a collared, knit shirt,
- either striped or of solid color,
- without writing except for the school name, the student’s trade’s name, the student’s CTSO name, or the student’s name,
- without a logo other than the school logo and/or manufacturers logo, no larger than 2" by 2",
- that fits properly.

Students may opt to wear a button-down dress shirt or flannel shirt provided that:

- the shirt remains buttoned (except top button),
- without writing except for the school name, the student’s trade’s name, the student’s CTSO name, or the student’s name,
- without a logo other than the school logo and/or manufacturers logo, no larger than 2" by 2",
- that fits properly.

Long-sleeve shirts may be worn underneath school appropriate shirts. Thermal-insulated shirts worn by themselves do not meet the dress code. PLEASE NOTE: Tops that reveal bare shoulders do not meet dress code requirements as well.

Sweatshirts, fashion sweaters, fleeces, and light jackets will also be permitted for student comfort. Approved garments are as follows:

- a crew neck, long sleeved sweatshirt,
- solid color or multicolored,
- without writing except for the school name, the student’s trade’s name, the student’s CTSO name, or the student’s name,
- without a logo other than the school logo and/or manufacturers logo, no larger than 2" by 2",

- without a hood,
- that fits properly.

44.2.2 Bottoms

The dress code stipulates the following.

- All pants must fit and be worn around the waist or above and be properly fastened
- Pants must not sag or bag
- Pants may not create safety concerns due to length, size, etc.
- Dresses, jumpers, skirts, and shorts must fall below the extended fingertips

Several examples of pants or bottoms that do not adhere to the dress code are:

- Tight, form fitting pants, leggings, Yoga pants, shorts and skirts
- All sportswear-type shorts, bike shorts (spandex), gym shorts, frayed shorts, or shorts with holes
- Sweat pants, warm-ups, athletic style pants, and joggers
- Cargo pants and shorts w/pockets below the waist, extreme wide leg style and bottoms with straps, chains or other types of accessories
- Pajama-like/flannel material bottoms
- Pants or jeans with holes

44.2.3 Outer Garments & Book Bags

- Outer garments may be worn in the halls, due to the need to travel outside to other buildings. All outer garments must be removed upon entering any classroom, office, or the cafeteria. Full-length coats, extending below the knees are not permitted in the school.
- Book bags, other than a clear or mesh book bag, must be stored in the student's locker throughout the school day.
- Purses may not be larger than 8 ½ x 11.

44.2.4 Shoes

Footwear must be:

- worn at all times, and
- styled to permit students to move safely and quickly in case of emergency.

Footwear requirements may vary by program and/or instructor. Slippers are prohibited.

44.2.5 Headwear

- Hats, hoods, caps, etc. may not be worn inside school buildings and must be stored in your locker throughout the school day.
- Baseball style hats are prohibited.
- Bandannas, sweatbands, handkerchiefs and head scarves are not permitted.

44.2.6 Accessories

- Earrings shall be small and worn in ears only.
- No studs, large link chains, etc. that may be potentially dangerous or damaging

- Sunglasses are only permitted by a doctor's request.
- Rings or studs in the eyebrow, tongue, nose or any other facial area are prohibited. However, students may wear clear spacers in lieu of the facial piercing at the discretion of each individual career tech instructor's lab guidelines.
- No studded bracelets, necklaces, chokers, or wallet chains.

#### 44.2.7 Important Notes

- If a student chooses to wear a t-shirt under a fleece or light jacket, the fleece or light jacket must be kept completely zipped, since t-shirts are not permitted as part of the dress code.
- Button-down or flannel shirts are to remain buttoned (except for the top collar button).
- Hoodies are prohibited and must be stored in the student's locker.
- Safety clothing, equipment, and/or other dress code expectations may be required by career-technical instructors.

#### 44.2.8 Exception to the Dress Code

The faculty and staff at the Wayne County Schools Career Center realize that some students wish to dress above the basic dress code requirement. Those students that want to dress above the dress code must see the Dean of Students in the morning to obtain a "Dress Code Exception" pass. Students should report to their first period teacher for attendance prior to going to the Dean of Students Office.

### 44.3 Consequences for Violation

The following chart summarizes consequences for those individuals who choose to violate the Board of Education approved dress code.

Consequences: Non-Compliance with Dress Code

| Violation | Consequence |
|---|---|
| First Violation | Students will be required to conform to dress code before returning to class (unexcused absence). |
| Continued Violations | Students will be required to conform to dress code before returning to class (unexcused absence) and Code of Conduct Infractions Level I-2, Dress Code, Level II1, Persistent Level I Infractions, and/or Level II-8, Non-Compliant Behavior. |

## 45 Code of Conduct

All students are to follow all school rules:

- on school grounds at any time
- off school grounds at a school activity, function, event or field trip
- en route to and from school

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 interscholastic competitions, extracurricular events, or other school activities or programs.

The jurisdiction of the district's general suspension and expulsion policy includes (1) misconduct by a student that occurs off district property but is connected to activities that have occurred on district property and (2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

## 45.1 Sanctions

The Board of Education of the Wayne County Joint Vocational School District follows best practices for student conduct that is violent, disruptive, and/or inappropriate, including, but not limited to, truancy. The purpose and intent of the Code of Conduct is to maintain an appropriate educational atmosphere. Violation by a student of any one of the proceeding rules of conduct will result in disciplinary action(s), which may include any of the sanctions listed below. Note: The WCSCC honors violations of the home school code of conduct which result in suspension or expulsion.

| | |
|---|---|
| A | Warning Issued By Staff |
| B | Conform/Comply To/Relinquish |
| C | After-School Detention |
| D | Administrative Conference |
| E | Loss of Privileges (i.e. Parking, Field Trips, Internet Use) |
| F | Restoration/Restitution |
| G | Alternative Day Placement (ADP) |
| H | Weekday School (WDS) |
| I | Suspension (OSS) |
| J | Expulsion (EXP) |
| K | Legal Authorities Notified/Arrest |

At any stage the following personnel may be utilized:

- School Counselors
- Special Education Coordinator
- Legal Authorities

## 45.2 Infractions

The following Code of Conduct Infractions and Sanctions list was created to provide a general guide to Student Discipline. The Administration and/or Dean of Students reserve the right to modify, in any manner, the following:

### I Level 1 Infractions and Possible Sanctions

| | | |
|---|---|---|
| I.1 | Refusal to do class work/assignments | A,C,D |
| I.2 | Dress Code violations | B,C,E,G,H |
| I.3 | Parking/Driving violations | A,B,E,G |
| I.4 | Disrupt, prevent or interfere with the education process | A,C,D,G |
| I.5 | Use/Possession of prohibited electronic equipment | A,B,C,D,G |
| I.6 | Careless or reckless behavior | A,C,D,G |
| I.7 | Public display of affection | A,C,D,G |
| I.8 | Horseplay | A,C,D,G |
| I.9 | Safety violation | A,C,D,G,I |

| | | |
|---|---|---|
| I.10 | Cafeteria rule violations | A,C,F,G |
| I.11 | Tardiness | A,C,D,E,G |

II Level 2 Infractions and Possible Sanctions

| | | |
|---|---|---|
| II.1 | Persistent Level I infractions | D,E,G,H,I |
| II.2 | Intimidation/Bullying | D,G,H,I |
| II.3 | Damage/vandalism to school/personal property | F,G,H,I,K |
| II.4 | Violation of over-the-counter/prescription drug policy | D,G,H,I |
| II.5 | Violating tobacco policy | G, I |
| II.6 | Gambling | G,H,I |
| II.7 | Cheating/Plagiarizing | E,G,H,I |
| II.8 | Non-compliant behavior/disrespectful behavior | E,G,H,I |
| II.9 | Profane, inappropriate, inflammatory communication | G,H,I |
| II.10 | Misrepresentation or falsification | G,H,I |
| II.11 | Violation of school lockout procedure | E,G,H |
| II.12 | Harassment | G,H,I,J |
| II.13 | Sexual harassment | H,I,J |
| II.14 | Skipping class or out of assigned area | G,H |
| II.15 | Threats | G,H,I,J,K |
| II.16 | Possession/distribution of inappropriate material | G,H,I |
| II.17 | Sexual activity/lewd behavior | H,I,J |
| II.18 | Theft/Unauthorized possession | F,G,H,I,K |
| II.19 | Truancy | G,H,I |
| II.20 | Disregard of directions/defiance | E,G,H,I |
| II.21 | Violation of the Technology/Network Policy | D,E,F,G,H,I,J |
| II.22 | Failure to serve assigned discipline | G,H,I |
| II.23 | Violent Behavior | E,G,H,I,J,K |
| II.24 | Failure to report to OGT Remediation | G,H,I |
| II.25 | Failure to meet Catch Up Café requirements | G,H,I |

III Level 3 Infractions and Possible Sanctions

| | | |
|---|---|---|
| III.1 | Persistent Level II violations | I,J |
| III.2 | Verbal/physical abuse of a staff member | I,J,K |
| III.3 | Hazing | I,J,K |
| III.4 | Unauthorized bodily contact | D,G,H,I,J,K |
| III.5 | Sexual assault | I,J,K |
| III.6 | Violating weapons policy | I,J,K |
| III.7 | Unauthorized use of fire or possession of related devices | I,J,K |
| III.8 | Extortion | I,J,K |
| III.9 | False alarm/bomb threat/fire alarm/inducing panic | I,J,K |
| III.10 | Possession/use/distribution and/or evidence of consumption of a controlled substance | E,I,J,K |
| III.11 | Possession of drug paraphernalia | E,I,J,K |

## 45.3 Notes

### 45.3.1 Violations Not Listed Herein

The administration reserves the right to establish rules and procedures in areas where precedence has not been set.

### 45.3.2 Identified Students

Consideration of the Individualized Educational Plan (I.E.P.) and the disabling condition shall be made as part of any disciplinary action involving an identified student.

### 45.3.3 Passive Participation

Students aware of serious conduct violations, which could threaten the health and safety of other students and staff members, can be held responsible for those violations.

## 45.4 Definitions & Explanations

### 45.4.1 Level I Definitions/Explanations

Level I.3: School officials and/or school-authorized law enforcement or agency personnel, without warning, may search automobiles when there is reasonable suspicion to believe that potentially dangerous objects or contraband exist. Students are responsible for all contents of their vehicle and are subject to the code of conduct when dangerous objects or contraband are found in a vehicle.

Level I.5: Electronic equipment – including but not limited to cell phones, smart phones, cameras, radios, video game players, laser pointers and/or other prohibited communication devices. A violation may result in confiscation. At the discretion of each individual academic/career-technical instructor, personal audio devices such as stand alone MP3 players and CD players are allowable. The personal audio device is exclusively for the use of individuals through headphones inaudible to others. Students must have their own headphones/earbuds, since sharing of these devices between other students is unsanitary and distracting in the classroom. Streaming media shall only be accessed for educationally directed purposes under the supervision of an instructor. Radio or non-radio streaming music sites are strictly prohibited.

Level I.7: Public Display of Affection – hand-holding is the only acceptable display of affection.

### 45.4.2 Level II Definitions/Explanations

Level II.2: Intimidation/Bullying – to frighten or influence by threats. See bullying policy

Level II.3: Includes damage, defacement, and/or destruction.

Level II.5: See tobacco policy

Level II.8: Non-compliant behavior includes not having and wearing a student I.D. card at school or at any school function, as well as the refusal to comply with the reasonable request of a staff member.

Level II.9: This may include racial and/or ethnic slurs or symbolism.

Level II.11: Lockout Procedure – all entrances to the WCSCC will be locked at 8:30 a.m. NO person shall enter the building after 8:30 a.m. unless entering through the front door. Any student, who enters or assists others to enter the building through any door other than the front door, is in violation of this policy.

Level II.12: Harassment – to worry and/or impede or annoy persistently.

Level II.13: Sexual Harassment – unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature.
Level II.20: A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, supervisors, principals, school bus drivers, or other authorized school personnel.
Level II.21: Signed agreement before being granted computer access at WCSCC.
Level II.23: Any actions that may cause damage, abuse, or injury to persons or property.

### 45.4.3 Level III Definitions/Explanations

Level III.3: Hazing – any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
Level III.4: The act of physically touching or hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event. The aggressor in an incident may receive a more severe punishment.

- Level 1 – Students end physical altercations on their own.
- Level 2 – Physical altercation has to be ended by bystanders, OR an act of assault is involved.

Level III.6: A student shall not possess, handle, sell, convey or attempt to convey any object that reasonably can be considered a weapon or dangerous ordinance: such as but not limited to a razor, ice pick, explosive, machete, pistol, rifle, shotgun, stun gun, pellet gun, ammunition, any "look-a-likes," or other incendiary devices.
Level III.7: Burning of property, possession or use of fireworks, smoke bombs, lighter, matches or other incendiary devices.
Level III.8: Extortion – act of obtaining by force or improper pressure.
Level III.9: This may include tampering or improper use of safety or alarm systems.
Level III.10: A student shall not possess, sell, attempt to sell, use, transmit, or show evidence of use of any of the following to include but not limited to: anabolic steroids, narcotic drugs, amphetamines, barbiturates, hallucinogenic drugs, marijuana, alcoholic beverages, caffeine pills, caffeine capsules, caffeine powder, energy sprays, intoxicants of any kind or any look-a-like or counterfeit drugs or substance purported to be any of the above.
Level III.11: Drug Paraphernalia – any instrument, article, or item whose customary and primary purpose is for the administration or use of any drug.

## 46 Alternative Day Placement (ADP)

The primary purpose of ADP is to remediate behavior. Administrators and/or the Dean of Students use ADP as a reasonable and logical consequence for violation of the student code of conduct. ADP may be an alternative to Weekday School and Out of School Suspension.

Students will receive individualized attention in an alternative setting to facilitate learning. Students in ADP may also be required to perform tasks that are not detrimental to their well being. Such tasks may include, but are not limited to, cleaning the cafeteria, litter control, and landscaping projects. Attendance during this time is mandatory, and students will be given attendance credit. Students should report to ADP by 8:05 a.m. Students arriving

after 8:30 a.m. must still report to ADP but will not receive credit for serving the day unless the student provides a written court or medical excuse.

Students will be permitted to complete and receive graded credit for all classroom assignments. The student is responsible for getting the assignments, doing the work on their own time, and submitting the assignments to each teacher the day they return from ADP to the classroom. Students will receive '0' for all class work not completed and/or submitted upon return to the classroom for the days assigned to ADP.

While in ADP, students will be assigned a seat and must sit erect with head up. Students are not permitted to talk, sleep, walk around, eat or drink (except during lunch break or with medical permission from school nurse). Students are not permitted to leave the room for any reason except during emergencies (i.e. fire/tornado alarms) or with permission from WCSCC administration and/or Dean of Students. Each day, students will be required to complete written "ADP assignments" as designated by the monitor.

- If students do not complete the "ADP assignments," do not meet the established criteria (i.e. length, legibility, content), or do not meet behavioral expectations, the student may be retained in ADP for additional days of ADP until the assignments and/or behavior is acceptable as determined by the monitor.
- If students acceptably complete all the "ADP assignments" and also meet behavioral expectations, the monitor may permit the student to do classroom assignments. The student is responsible for bringing classroom assignments and materials needed to ADP.

In addition to being retained in ADP, students not cooperating with and following all rules may be referred to the front office for additional disciplinary sanctions (usually 3 days of out of school suspension), may lose credit for the entire day, and still be required to serve the remaining days of ADP.

In a progressive plan of discipline, there are a limited number of days a student may be assigned to ADP which will be determined by the administration, Dean of Students, and ADP monitor. ADP assignments may be modified by the ADP monitor and special education coordinator for students with IEP's to meet individual needs specified by the IEP.

## 47 Weekday School (WDS)

Weekday School is a disciplinary option that will be held from 2:35 PM – 5:30 PM each Tuesday and Thursday afternoon. Since it is approximately three hours in length, this also gives students an opportunity to voluntarily earn ½ day attendance credit. Students must bring enough schoolwork and related materials (i.e. paper, pencils, calculators) to fill the assigned time. Students must wear their I.D. cards, meet the dress code and are not permitted to bring food or beverages or go to their lockers or any other part of the building after signing in.

## 48 Suspension and Expulsion – Appeals

All emergency removals at WCSCC will be done according to provisions of section 3313.66 of the Ohio Revised Code.

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests or be present at activities or on property controlled by the school. Students that are suspended will have the opportunity to receive full credit for any assignments/tests given during their suspension period (up to five days). It is the student's responsibility to gather assignments and turn them into the respective teacher.

## 48.1 Step One – Informal Appeal

The superintendent, principal, or supervisor shall within one school day after the time of a student's expulsion or suspension notify, in writing, the parent, guardian, or custodian of the student, and the treasurer of the Board of Education of such expulsion or suspension. The notice shall include the reasons for the expulsion or suspension and shall also include notification of the right of the student or his/her parent, guardian or custodian to appeal such action to the superintendent by date stated in notice. The superintendent shall schedule the informal hearing within ten (10) school days of receipt of written or verbal notice of appeal.

The superintendent may affirm the order of suspension or expulsion or may reinstate such student or otherwise vacate or modify the suspension or expulsion. Such notice shall be sent by certified mail within three school days of the informal appeal hearing.

## 48.2 Step Two – Formal Appeal

A student or his/her parent, guardian, or custodian may appeal the decision of the superintendent with an informal appeal to the Board of Education. The written notice of appeal must be filed with the Board of Education within thirty (30) days of date of receipt of letter of the superintendent's decision in Step One. The Board of Education must schedule the formal appeal hearing within thirty (30) days of receipt of notice of appeal to the Board unless the Board grants an extension of time at the written request of the student or his/her parent, guardian, custodian, or attorney.

Such student or his/her parent, guardian, or custodian may be represented in such appeal proceedings. At the request of the student, or his/her parent, guardian, custodian or attorney, the Board may hold the hearing in executive session, but shall act upon such suspension or expulsion only at a public meeting. The Board may, by a majority vote of its full membership, affirm the order of suspension or expulsion or may reinstate such student or otherwise reverse, vacate, or modify the order of suspension or expulsion.

## 48.3 Notes Regarding Expulsions

Expulsion may result in the loss of credit for courses being taken at the WCSCC or any college or university, whether under Secondary Post Enrollment Option or at the student's own expense.

The superintendent must initiate expulsion proceedings against a pupil who has committed an act that warrants expulsion under the district's expulsion policy even if that student has already withdrawn from school. If after conducting the hearing to expel, the superintendent finds that the student has committed an act warranting expulsion, the superintendent must expel the student for the same period of time as an expulsion would be imposed on a student who has not withdrawn from school.

## 49 Cheating and Plagiarizing

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. This includes, but is not limited to misrepresentation of papers, essays, and writings from other students or the Internet. Examples:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or give to others;
- Copying information from a source without giving proper credit to source(s); and
- Presenting others' work/ideas as ones own without giving proper credit to source(s).

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, or other sanctions per the Student Code of Conduct.

## 50 Bullying, Aggressive Behavior, & Cyberbullying

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en-route to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips where students are under the school's control, or where an employee is engaged in school business. This policy also includes incidences that may occur on school buses. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to an administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator

or Board official. Complaints against an administrator should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. Students may file an anonymous report of bullying or aggressive behavior through the Dean of Students or school administrator.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. A student's custodial parent or guardian may obtain copies of the reports of the incident.

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

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

Dating violence" is defined as "a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner."
A "dating partner" is "any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term."

"Cyberbullying" involves the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites or social media accounts, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit http://www.cyberbullying.ca
Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on web sites.

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

## 51 School Safety Confidential Tip Line

The WCSCC is pleased to offer a confidential tip line that allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student. The Ohio Department of Education and the Ohio Department of Public Safety have launched the SaferOH tip line that will accept calls and texts 24 hours a day.
Every tip can remain anonymous. School safety analysts may ask for additional information, but the caller can remain secret or leave his or her contact information for later follow-up.

Calls or texts are answered by analysts in the Ohio Homeland Security's Threat Assessment and Prevention (TAP) Unit. When action is needed, the TAP Unit immediately forwards information to local school officials, local law enforcement agencies and others, if necessary. TAP Unit analysts always follow up quickly with the affected school and law enforcement agencies to make sure that the incident is investigated, action is taken and the outcome is tracked.

The assurance that their calls or texts cannot be traced and that serious, proper action will be taken to end the threat is helping to persuade young people to take a stand against school violence.

The tip line number is: *844-SaferOH* or (844-723-3764)

## 52 Sexting

Sexting involves the use of computers, cell phones, and other electronic equipment to send or forward rude or obscene photos of yourself or others. It is illegal to possess, distribute, or manufacture pornography involving anyone less than 18 years of age. Students found distributing (such as forwarding a photo to a friend) or even possessing (failure to delete a received photo) such images can be found guilty of child pornography and face criminal prosecution including being required to register as a sex offender. Also, possessing nude photos on your cell phone regardless of the person's age is possession of pornography. School officials may not keep these events within the school disciplinary system only. The law requires school officials to file a report with law enforcement authorities for investigation.

## 53 Chemical Abuse Policy

The Wayne County Schools Career Center Board of Education recognizes the serious societal problem of alcohol/drug abuse and dependency. It further recognizes and declares that the use of illicit drugs and the unlawful possession and use of alcohol by students is wrong and harmful.

The Board also recognizes that the dependency stage of chemical use is a primary illness which is treatable, and while health problems of youth are primarily the responsibility of the home and community, schools share in that responsibility because problems related to chemical use, abuse, and dependency often interfere with behavior, learning, and the fullest possible development of each student. The Wayne County Schools Career Center has an important role in the early detection of chemical use, abuse, and dependency. It has a role in the protection of students from the promotion and sale of alcohol, non-prescribed drugs, and counterfeit drugs. Our school can form a partnership with families and other institutions in seeking treatment for the chemically dependent person.

Therefore, the Board of Education hereby declares that the unlawful possession, use, or distribution of illicit drugs and alcohol by students in any school building, on school property, in school-owned vehicles or school-approved vehicles used to transport students to and from school or school activities, or off school property at any school board sponsored or school related activity, event or function is strictly prohibited.
Chemical use and dependency are seen as progressive diseases. Therefore, both rehabilitation and disciplinary measures may be necessary. The disciplinary measures could range from suspension to expulsion. Outside action could begin with a recommendation for counseling or the completion of an appropriate rehabilitation program and extend to a referral to the appropriate court for prosecution. In every instance, however, the school will endeavor to support and provide opportunities for help and follow-up services.
The Board of Education is committed to achieving an environment free of chemical abuse and dependency within the student/faculty community, and in order to achieve this goal, there shall be implemented age-appropriate, developmentally based drug and alcohol education and prevention programs that address the legal, social, and health consequences of drug and alcohol use, that provide information about available drug and alcohol counseling and rehabilitation programs for all students attending the WCSCC.

The Board of Education supports sharing approaches and programs with other districts and institutions and recognizes that these problems neither begin at the school door nor end at the district's boundaries. The solution to the difficult problems of addiction is most effectively approached by society as a whole, rather than by any one institution or any one community.
A copy of this policy shall be distributed to all students and parents together with notice that compliance with its provisions is mandatory.

## 54 Dangerous Weapons Policy

The Board affirms its opposition to the presence of firearms, knives, and other dangerous weapons and devices in or around the educational environment.

## 54.1 Bomb Threats

In accordance with House Bill 620 (effective March 13, 2001) and Ohio revised Code sections 3313.66, the superintendent is authorized to expel a student from school for a period not to exceed one year for 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. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. Matters that might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or condition; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

## 54.2 Firearms

Students are prohibited from bringing a firearm on any school property, in a school vehicle, to any school-sponsored activity, or on any other property which is used by the Board. Any student violating this prohibition shall be expelled from school for a period of one year. Any such expulsion shall extend into the school year following the school year in which the incident that gives rise to the expulsion takes place. A year shall be a calendar year consisting of twelve months. The Superintendent may reduce this expulsion on a case-by-case basis in accordance with state law.

As used in this policy, "firearms" has the same meaning as provided in the "Gun-Free Schools Act of 1994," 108 Stat. 270, 20 U.S.C. 8001 (a) (2) which includes, by way of example, but it is not limited to 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 destructive device such as a bomb, grenade or a rocket.

As used in this policy, "bring" shall mean, but is not limited to, to carry onto, to possess, to use, or to convey.

## 54.3 Knives

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, with the same expulsion provisions and authority as noted above.

The Board extends the right to expel for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined as, but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possess with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

## 54.4 Senate Bill 1

Amended Substitute Senate Bill 1, as passed by the 123rd Ohio General Assembly, modifies the elements of the offense by prohibiting any person from: a) knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordnance into a school safety zone or b) knowingly possessing a deadly weapon or dangerous ordnance in a school safety zone.

The district's Student/Parent Handbook identifies procedures for dealing with "lookalike" weapons in a school safety zone.

As provided by Amended Substitute Senate Bill 1, students are prohibited from bringing a firearm to, or possessing a firearm at an interscholastic competition, an extra-curricular event, or any other school program or activity that is not on school-controlled property.

# 55 Tobacco Policy

The Board of Education is committed to providing students, staff, and visitors with tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, smokeless tobacco, snuff, electronic cigarettes, vapor pens, or any other matter or substances that contain tobacco or nicotine. Additionally, papers used to roll cigarettes or devices that could be construed as "look-alikes" are prohibited under this section as well.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco within any facility owned or leased or contracted for by the Board, and used to provide education or library services to children.

Such prohibition also applies to school grounds, Board-owned and/or operated vehicles used to transport students, all other Board-owned and/or operated vehicles and/or at any school-related event.

# 56 Notification of Rights

## 56.1 Overview

In order to provide appropriate educational services and programming, the Board of Education, must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to students' personally identifiable information.
The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a post-secondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

## 56.2 Board Authorized Rights

The Board authorizes the administration to:

1. forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record;
2. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
3. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
4. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

## 56.3 Directory Information

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

Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within thirty (30) days after receipt of the Superintendent's annual public notice.

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

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

The Board may disclose “directory information” on former students without student or parental consent. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

## 56.4 Surveys

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or his/her parents;
2. mental or psychological problems of the student or his/her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or his/her parents; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building director.

No survey or evaluation containing one or more of the items listed in 1-8 above will require student signatures. The administrators will inform parents of such a survey/evaluation, or a survey/evaluation created by a third party prior to disbursement by sending notification of such survey/evaluations home with the students. The parent may contact the administration if s/he wants to previous the survey/evaluation before hand, or deny participation by his/her child.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building director. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

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

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term “parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

## 57 Asbestos-Containing Materials Management Plan

Asbestos-containing materials management plan has been developed for the school district by a State of Ohio accredited Asbestos Management Planner, and this plan is available for public inspection and review at the offices of the Board of Education, and at each school building during normal business hours. This plan is to be made available for inspection, without cost or restriction, within five (5) working days after receiving a request for inspection. Copies of the Management Plan are available, at a reasonable cost, from the District Offices upon five (5) days written request.
Should you have any questions concerning the management plan, or its availability, please contact the school district’s Asbestos Program Coordinator, Sean Havalotti, at 330.669.7000.