Student/Parent Handbook

WCSCC

WAYNE COUNTY SCHOOLS CAREER CENTER

Education at its Finest

2026-2027

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This handbook replaces all previous handbooks and related written materials. It does not constitute a contract between the school and students or parents; rather, it outlines current Board policies and school rules. In the event of a conflict, the most recent version of a policy or guideline prevails. While we strive for accuracy, the school reserves the right to modify this information at any time without prior notice. Current Board policies and guidelines are always available on the District's website.

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.

Message from the Principal

Welcome to the Wayne County Schools Career Center**!**

We are thrilled to have you here. For 57 years, our school has served the students and adults of Wayne County, and we are proud to invite you to be a part of that legacy. This facility belongs to you, your families, and our community.

We believe we are one of the finest career centers in the country, and we hold our students to a high standard. We expect you to attend consistently, maintain a professional appearance, and conduct yourself with integrity. Remember: employers visit our building daily, and your professional reputation starts the moment you walk through our doors.

We have a great deal to offer you, and your success depends on the effort and positive attitude you bring each day. If you are willing to put in the work, we are here to ensure you succeed—both in your training and in your future career.

Accept the challenge, make the most of this year, and welcome to the Career Center team.

Sincerely,

Matt Brown

Principal

1 School Calendar

Wednesday, August 12	Teacher In-Service – No School
Thursday, August 13	Student/Parent Orientation
Friday, August 14	Teacher In-Service – No School
Monday, August 17	First Day for **second-year students only**
Tuesday, August 18	School Day for **first-year students only**
Monday, September 7	Labor Day – No School
Monday, September 14	Fair Day – No School
Tuesday, September 15	Teacher In-Service – No School
Thursday, October 15	Parent - Teacher Conferences
Friday, October 16	Teacher In-Service – No School
Friday, October 16	**End of First Nine Weeks**
Thursday, November 26	Thanksgiving Break – No School
Tuesday, December 1	School Reconvenes
Monday, December 21	Winter Break – No School
Monday, January 4	School Reconvenes
Friday, January 8	**End of Second Nine Weeks – End of First Semester**
Monday, January 18	Martin Luther King Day – No School
Thursday, February 11	Parent - Teacher Conferences
Friday, February 13	No School
Monday, February 15	President's Day – No School
Friday, March 19	**End of Third Nine Weeks**
Friday, March 26	Good Friday – No School

Monday, March 29	Spring Break – No School
Monday, April 5	School Reconvenes
Thursday, May 27	Last Day of School
Monday, May 31	Memorial Day – No School
Thursday, May 27	**End of Fourth Nine Weeks**
Friday, May 28	Teacher Workday or Makeup Day (if needed)

1.1 Summary and Notes

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

1.2 Makeup Days

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

Makeup Days

First	March 29	**Sixth**	May 28
Second	March 30	**Seventh**	June 1
Third	March 31	**Eighth**	June 2
Fourth	April 1	**Ninth**	June 3
Fifth	April 2	**Tenth**	June 4

2 Staff Directory

2.1 Board of Education

Sandra Cerniglia, President	***Southeast Local***
John Smith, Vice-President	***Northwestern***
Zachary Bolinger	Norwayne
TJ DeAngelis	Chippewa Local
Lisa Gwin	Dalton Local
Anjanette James	Triway Local
Susie Lawson	Tri-County ESC
Bonnie Nair	Wooster City
Gregory Roadruck	Orrville City
Jody Starcher	Wooster City
Doug Stuart	Rittman Local
Ann Tschantz	Tri-County ESC
Brad Yochheim	Green Local

2.2 Treasurer

Mary A. Workman

2.3 Administration

Lynn Moomaw	Superintendent
Lyn Boggs	Director of Operations/Adult Education
Matt Brown	Principal
Lynette Boggs	Supervisor
Andrew Cerniglia	Supervisor
Curtis Good	Supervisor
Nate Gaubatz	Supervisor
Amy Tietz	Supervisor
Kristin Sampson	Manager
Sarah Morrow	Manager

Danielle Starlin	Manager
Jenna Koch	Manager

2.4 Certified & Support Staff

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

3 Anti-Harassment Policy

The Board of Education is committed to maintaining an education and work environment free from unlawful harassment, including sexual harassment. This policy applies to all School District operations, programs, and activities, whether they occur on school property or at school-sponsored events.

Every student, administrator, teacher, staff member, and employee is responsible for preventing, discouraging, and reporting harassment.

3.1 Prohibited Conduct

The Board strictly prohibits discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes").

3.2 Reporting and Response

The Board encourages anyone within the School District community or third parties who feel they have been harassed to report the incident. The Board will promptly investigate all allegations. If harassment is substantiated, the District will take immediate action to end the behavior, prevent its recurrence, and remedy its effects. Individuals found responsible for unlawful harassment will face appropriate disciplinary action.

3.3 Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:
Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
Filing a malicious or knowingly false report or complaint of unlawful harassment.
Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

3.3.1 Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- teasing.
- threats.
- intimidation.
- stalking.
- cyberstalking.
- cyberbullying.
- physical violence.
- theft.
- sexual, religious, or racial harassment.
- public humiliation; or
- destruction of property.

3.3.2 Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property.
- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- has the effect of substantially disrupting the orderly operation of a school.

3.3.3 Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Unwanted physical and/or sexual contact.
- Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- Asking about, or talking about, sexual fantasies, sexual preferences, or sexual activities.
- Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Giving unwelcome personal gifts such as lingerie suggests the desire for a romantic relationship.
- Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- A pattern of conduct, which can be subtle in nature, has sexual overtones, and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations qualifies as unlawful harassment. To be considered harassment under this policy, conduct based on sex or gender must be so severe, pervasive, or persistent that it interferes with an individual's ability to work or learn.

Specifically, the conduct must be serious enough to:

- Deny or limit an individual's employment or educational opportunities.
- Create a hostile, intimidating, or abusive environment.
- Prevent a student from participating in or benefiting from school programs or activities.

3.3.4 Race/Color Harassment
We strictly prohibit all forms of unwelcome conduct based on race or color. This includes racial slurs, derogatory nicknames, stereotypes, and negative comments about racial customs.

Harassment is defined as any behavior—physical, verbal, or nonverbal—that interferes with a person's work or school performance, creates an intimidating or hostile environment, or limits a student's access to educational opportunities.

3.3.5 Religious and Creed Harassment
The District prohibits all forms of unwelcome conduct based on an individual's religion or creed. This includes religious slurs and conduct directed at religious traditions, clothing, or surnames.

3.3.6 National Origin and Ancestry Harassment
The District prohibits all forms of unwelcome conduct based on an individual's national origin or ancestry. This includes ethnic slurs and negative comments directed at a person's customs, language, manner of speaking, or surname. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

3.3.7 Disability Harassment
The District prohibits all forms of unwelcome conduct based on an individual's disability. This includes negative comments directed at a person's speech, movement, physical appearance, or physical impairments.

Harassment occurs when such behavior—whether physical, verbal, or nonverbal—interferes with a person's work or school performance, creates a hostile environment, or prevents a student from fully participating in educational programs.

3.4 Anti-Harassment Compliance Officers
The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Matt Brown
Principal
330-669-7000
518 West Prospect St.
Smithville, OH 44677
mbrown@wcscc.edu

Lynette Boggs
Director of Operations
330-669-7000
518 West Prospect St.
Smithville, OH 44677
lboggs@wcscc.edu

The District has appointed Compliance Officers to ensure our schools remain free from harassment. Their names, titles, and contact information are updated annually and are available on the District website and in your student or staff handbook.

You may contact the Compliance Officer during regular school hours to:

- **Seek Advice:** Get support on how to handle or report "unwelcome" conduct.
- **File a Complaint:** Initiate a prompt, equitable investigation into harassment concerns.
- **Request Informal Mediation:** If all parties agree, the Compliance Officer can help resolve issues informally before a formal complaint is filed.

3.5 Reports and Complaints of Harassing Conduct
The District is committed to a safe learning environment. We encourage students and community members to report harassment immediately so we can stop the behavior before it becomes severe or persistent.

3.5.1 How to Report Harassment

You can report harassment to any trusted adult at school, including:

- A teacher or counselor.
- A school administrator (Principal, Supervisor, or Manager).
- The District Compliance Officer.

Staff Responsibility: Any school employee who receives a report of harassment must forward it to the Compliance Officer within two (2) business days.

Your Rights: Filing a report will not negatively affect your grades, your participation in sports/clubs, or your employment status. While there is no strict deadline for reporting, we encourage you to do so within 30 days so that facts are fresh and witnesses are available.

3.5.2 Informal Complaint Procedure

The informal process aims to stop inappropriate behavior quickly through conversation or mediation without a full investigation.
Voluntary: This only happens if both the person reporting (the Complainant) and the person accused (the Respondent) agree to it.
Adult-Student Exception: If a complaint involves an adult and a student, it must be investigated formally; the informal process is not an option.
Right to Change Your Mind: You can stop the informal process at any time and move to a formal investigation.
Timeline: The District tries to resolve informal complaints within 15 business days.

3.5.3 Formal Complaint Procedure

If the informal process is not used or does not work, the District will follow these formal steps:

Step	Action	Timeline
Filing	Provide the names of those involved, a description of the event, and a list of witnesses.	As soon as possible.
Protection	The school may change schedules or assignments to protect you during the process.	Immediate.
Notice	The person accused is notified and given a chance to respond in writing.	Within 5 business days.
Investigation	The Compliance Officer interviews witnesses and reviews evidence.	Goal of 15 business days.
Decision	The Superintendent issues a final written decision to both parties.	Within 10 school days of the report.

3.5.4 Privacy and Confidentiality

We will do everything possible to protect your privacy. However, we cannot guarantee "total" secrecy because:

- The person accused has a right to know who is making the claim to respond fairly.
- The District may have a legal obligation to share information during a court case or police investigation.

3.5.5 Protection Against Retaliation

Retaliation is strictly prohibited. It is a serious violation of school policy to intimidate, threaten, or "get back at" anyone who:

- Reports harassment.
- Files a formal complaint.
- Acts as a witness in an investigation.

If you feel you are being treated unfairly because you spoke up, report it immediately using the same process as a harassment complaint.

3.5.6 Consequences

If harassment is proven, the District will take action to stop it and prevent it from happening again. This may include:

- Counseling or educational requirements.
- Suspension or Expulsion (for students).

- Discharge/Termination of employment (for staff).

You always have the right to file a complaint with the U.S. Department of Education Office for Civil Rights or contact local law enforcement. You do not have to use the school's internal process before seeking outside help.

You 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.

3.6 Mandatory Reporting of Abuse and Neglect

State law requires all school employees to report any known or suspected child abuse or neglect. If an employee has reason to believe that a student (under age 18, or under age 21 for students with disabilities) has suffered—or is at risk of suffering—a physical or mental injury, they must immediately notify the Wayne County Children's Services Agency.

During a school harassment investigation, if the Compliance Officer suspects that the conduct involves child abuse or neglect, they are legally required to file a report immediately.

3.6.1 Reporting Criminal Conduct and Sexual Battery

Specific types of contact between a staff member and a student are defined as "sexual battery" under state law. If the Compliance Officer suspects a student has been a victim of any criminal conduct (as defined by the State Criminal Code), the incident must be reported immediately to local law enforcement.

3.6.2 Concurrent Investigations

A report to Children's Services or law enforcement does not end the school's responsibility to investigate harassment. While the school may work alongside outside agencies, our internal investigation will continue promptly unless the Superintendent determines there is good cause for a temporary delay.

4 Bullying and Aggressive Behavior Policy

The Board of Education is committed to a safe, positive, and nurturing environment. We strictly prohibit harassment, intimidation, bullying, and any form of aggressive behavior. This policy applies to all District activities, whether on school property, school buses, or at school-sponsored events off-site.

4.1 Key Definitions

Harassment, Intimidation, or Bullying: Any intentional written, verbal, electronic, or physical act toward another that occurs more than once and:

- Causes mental or physical harm; and
- Is severe or persistent enough to create an intimidating or abusive educational environment.

Electronic Act (Cyberbullying): Bullying committed through cell phones, computers, or other communication devices.

Aggressive Behavior: Inappropriate conduct repeated or serious enough to negatively impact a student's well-being. This includes stalking, menacing, coercion, taunting, and hazing. It does not need to be based on a protected characteristic (like race or disability) to be prohibited.

Dating Violence: Violence or verbal/psychological abuse within a dating relationship.

4.2 Reporting Procedures

Ensuring student safety is a collective responsibility. Victims or parents should immediately report incidents to the Building Director, Assistant Director, or Superintendent. While all staff members are mandated to report any suspected aggressive behavior they witness or encounter, students and families may also submit informal or anonymous reports to any teacher or administrator. Please note that while anonymous reports will be investigated, the District's ability to take formal disciplinary action may be limited without identifiable testimony. For cases involving school leadership, complaints against a Building Director should be filed directly with the Superintendent, while complaints against the Superintendent should be directed to the Board President.

4.3 Investigation and Action

Upon receiving a complaint, the District will initiate a prompt and thorough investigation. This process concludes with a written report containing factual findings and a formal determination of whether bullying occurred. The parents of both the victim and the accused student will be notified of these findings. If bullying is

verified, the District will take immediate action: students may face suspension or expulsion, staff may face disciplinary measures up to discharge, and third parties may be excluded from school property. Any suspected criminal conduct or child abuse will be referred to law enforcement. If the behavior is found to be based on a protected class (such as sex, race, or disability), the case may be escalated for further review under the District's Anti-Harassment Policy.

4.4 Protections and Prohibitions

To encourage a culture of transparency, the District strictly prohibits retaliation against any individual who reports an incident. Retaliatory acts are considered serious violations and will result in disciplinary action, even if the original bullying complaint is not substantiated. Conversely, deliberately filing a false report to harm another student is prohibited and subject to discipline. To protect those acting with integrity, individuals who report incidents in good faith are granted immunity from civil liability. Notably, this policy is designed to protect students from harm and does not infringe upon the First Amendment rights of students to engage in civil, reasoned exchanges of opinion.

4.5 Education and Transparency

Prevention through education is a cornerstone of our policy. All staff and volunteers undergo regular training on bullying prevention, and students receive age-appropriate instruction annually. Students in grades 7–12 receive specialized instruction focused on recognizing the warning signs of dating violence and fostering healthy relationships. To maintain public accountability, the Superintendent provides a semi-annual summary of verified bullying incidents to the Board President, which is also published on the District website for community review.

5 Schedules

The Wayne County Schools Career Center follows the following schedules: a daily schedule, a modified AM & PM activity period schedule, and a two-hour delay schedule.

5.1 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

5.2 AM 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

5.3 PM Activity Period Schedule

Period	Time
1st Period	8:05 – 8:55
2nd Period	8:58 – 9:36
3rd Period	9:39 – 10:17
4th Period Lunch	10:20 – 10:50
4th/5th Period	10:20 – 10:58
6th Period Lunch	11:01 – 11:31
6th/7th Period	11:01 – 11:39
7th/ 8th Period	11:34 – 12:12
8th Period Lunch	11:42 – 12:12
9th Period Announcements	12:15 – 1:05
10th Period	1:08 – 1:46
Activity Period	1:49 – 2:31

5.4 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

5.5 Scheduling Notes

All students are required to report to and remain in the Commons 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.

6 Student Expectations

From the time students enter the building until dismissal, students must always:

- Have their ID card on a single lanyard, worn around the neck and visibly displayed.
- Be clothed in appropriate, approved dress as the outer most visible layer.

Students not in compliance with the dress code will be required to immediately purchase an ID card or rent appropriate trade wear. Failure to return rented items will result in a fee. Continued non-compliance will be referred to the Dean of Students and may lead to disciplinary action.

7 Hall Passes

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 change on the student's own time; only when an exigent circumstance exists will the student be excused during instructional class time. Hall passes to the Student Assistance Center 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 pass issued by the teacher.

8 ID Cards

The WCSCC will issue two photo ID cards and lanyards to each daytime student. The student will keep one set, and the program instructor will hold the second as a spare for when the student forgets their ID.

Students must always wear their current WCSCC ID card visibly while on school grounds or attending school functions. The card must be worn around the neck using a single lanyard or clip.

- ID cards are the property of WCSCC. Students may only possess their own card; holding or using another student's ID is prohibited.
- Students are responsible for their ID cards. If a card is lost, stolen, or damaged (including being defaced by stickers or markings), the student must visit the Main Office to purchase a replacement: **ID Card:** $5.00 **Lanyard:** $0.50

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.

9 Student Services

Main Office

- Attendance (Signing In/Out)
- ID Badges & Parking

- Fees, Obligations & Reduced Lab Fees
- Lost & Found

Student Services Office
- Work Permits & Job Information
- Testing Coordination
- College & Career Planning

Administration
- Principal / Dean of Students: Discipline Questions
- Dean of Students: Dress Code Enforcement

Cafeteria (Head Cook)
- Meal Services
- Free & Reduced Lunch Applications

Health & Safety
- Clinic: Illness at School
- Home School: Transportation & Busing

10 Counseling Services

You should contact the Student Services Office if you need help with any of the following categories:

Academic & Records
- Checking graduation requirements or credits.
- Reviewing student records, grades, or progress reports.
- Updating personal info (address, phone number, or custody status).
- Obtaining official signatures (Social Security, Human Services, or Insurance forms).

College & Career Planning
- Finding scholarship information.
- Scheduling college or industry visits.
- Coordinating military processing.
- Applying for financial aid for instructional fees.
- Getting work permits (if you are under 18).
- Registering for Selective Service (for males age 18)

Enrollment & Transfers
- Coordinating with your "home school" for transfers or returns.
- Note: Returning to your home school or changing programs during the first two weeks requires Review Committee approval.
- Asking questions regarding withdrawal from school.

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 regarding 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 in room A108 and is open the entire school day. Students may seek assistance with 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.

11.3 Emergency Medical Authorization Forms

The WCSCC and state law require every student to have an Emergency Medical Authorization form on file. This form must be completed online via FinalForms, with no blank sections, and signed by a parent or legal guardian.

This form authorizes school officials to secure emergency medical treatment for your child should they become ill or injured while under school supervision and you cannot be reached.

- **Emergency Contacts:** You must provide the contact information for at least two individuals who can be reached if you are unavailable.
- **Extended Absences:** If you will be out of town or unavailable for an extended period, you must notify the school office and provide the name and contact information of a designated temporary guardian.

11.4 Administration of Medications

When at all possible, medications need to be given by the parents 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 the prescribing physician or licensed pharmacist dispenses it.
- 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.
- Prescription medications need to be accompanied by a signed medication form from the physician. Non-prescription medications, such as Tylenol, Ibuprofen, etc. need to be brought in the original, unopened container, accompanied by an over-the-counter medication form. This form, which is located on the WCSCC website or from the health clinic, must be signed by the parent/guardian.
- Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian. Copies of the written approvals must be provided to the Principal and the school nurse. Please contact the clinic for more information.

12 Academic Services

Student Assistance Center (SAC) & Math Assistance Center (MAC)

When You Can Visit:

- **Before School:** 7:30 AM – 8:00 AM (Mon–Fri)
- **During School:** Academic Class, Lab, or STAR period **(Teacher approval required)**
- **After School:** 2:35 PM – 3:30 PM (Mon–Thu) (Need a ride? The school can provide transportation home after tutoring if you don't have a ride.)

Available Services & Support:

Whether you need a little extra help or specific accommodations, the SAC provides the following:

Category	What the SAC Provides
Assignments	Help understanding coursework, completing homework, finishing missing work, and scribing written work.
Tests & Quizzes	Test preparation, oral testing, reading tests/quizzes aloud, and providing a quiet testing environment.
Study Tools	Assistance with organization, time management, study skills, and providing taped

Category	What the SAC Provides
	or highlighted texts.
Materials	Access to IEP-appropriate materials and specialized curriculum support.

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 a part of the career-technical course in which each student is enrolled. Further, it is the policy of this District to provide equal opportunity for all students, regardless of race, color, creed, age, disability, religion, 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.

Organization	Associated Programs / Areas
BPA (Business Professionals of America)	Business, Interactive Media, Graphic Design & Photography
Educators Rising	Early Childhood Education & Care
FCCLA (Family, Career and Community Leaders of America)	Hospitality
FFA (Future Farmers of America)	Agricultural Mechanics/Power Technologies, Agribusiness & Production
HOSA (Health Occupations Students of America)	Animal Science, Exercise Science and Sports Medicine
SkillsUSA	Auto Technologies, Building and Grounds, Construction Technologies, Cosmetology, Criminal Justice, Culinary Arts, Cyber Security, Dental Assisting, Diesel Technologies, Fire/EMT, Industrial Electronics, Engineering Technologies, Medical Assisting, Patient Care Technologies, Powerline Technologies, Practical Nursing, RAMTEC: Machining Technologies, RAMTEC: Robotics & Automation, Welding Technologies

14 National Honor Society

The National Honor Society at WCSCC aims to inspire scholarship, service, leadership, and strong character in its students. To be eligible for membership, juniors and seniors must maintain a cumulative GPA of at least 3.51 in their WCSCC courses and a 2.51 at their home school. Since the GPA serves only as a baseline for eligibility, a five-member faculty committee also evaluates each candidate's character, leadership qualities, and history of service. Applications become available in early February, and the induction ceremony is held in April. For more details, including application and character reference forms, please visit the school website at www.WCSCC.org.

15 WCSCC Drug Free

The WCSCC Drug-Free program is designed to recognize and reward students who commit to a drug-free lifestyle. Upon applying, students volunteer for drug testing; those with a clean screen earn membership and a personalized ID card used for school perks and community rewards. To ensure the program remains supportive rather than punitive, the school is never notified of test results—membership is the only indicator of a passed test.

By rewarding healthy choices, this program empowers students to use the "I might get tested" excuse to navigate peer pressure. Because the initiative is backed by local employers and the community, its impact extends beyond the classroom. It creates a win-win scenario: students gain access to exclusive incentives, while local businesses benefit from a reliable, drug-free workforce ready to contribute to the community.

16 Student of the Month

Each month, career and technical instructors nominate students for special recognition. From these nominations, the Principal and Supervisors select two "Students of the Month" from every Wayne County district, including private and home-schooled students. In addition to these honors, one student from each school is selected for a Perseverance Award and another for an Achievement Award.

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

WCSCC students are encouraged to remain involved in their home school's extracurriculars while taking advantage of activities here on campus. From clubs to dances, WCSCC offers many opportunities for students to stay engaged and active in both school communities.

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

To keep students informed, the Commons features bulletin boards for each home school to post upcoming event announcements. All items must be approved by the Principal or a designee before being posted.

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 or 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 announcements and postings must first be approved by the Principal or designee.

20 Visitors

We welcome visitors and encourage scheduling appointments in advance. For the safety of our facility, all guests must:

- Enter through the main entrance.
- Register at the Main Office by providing state-issued photo identification.
- Always wear their issued visitor ID badge.
- Be escorted to and from their destination.

21 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.

22 Independent Student Status

All students, regardless of age, must follow all school rules, procedures, and policies. Students who are at least 18 years old, living independently, and financially self-sufficient may apply to sign their own school notes. To do so, you must submit supporting documentation and complete an "Independent Student Form" at the Student Services Office.

23 Attendance

The WCSCC views consistent attendance as an essential professional skill. Because a student's reliability is a key factor in our ability to provide employment recommendations, students are expected to attend classes regularly and on time. If a student will be absent or late, a parent or guardian should call the Safe Arrival line at 866-686-2301 before 8:30 am to report the reason. Any notifications after 8:30 am should be made by calling the school office directly.

23.1 Attendance Credit Policy

The WCSCC 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 108 hours (including both excused and unexcused) is jeopardizing their opportunity for advanced placement as well as hindering the likelihood of successfully completing their program.

Any student enrolled in a single semester course who is absent more than 54 hours 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. All absences count toward a student's total missed instructional hours for chronic absenteeism. 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 (E or U)
- Any absence due to an approved school activity such as a field trip, home school activities, counselor appointments, disciplinary consultation (F)
- Any excused absence should be 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 because of appearing in court (C)
- Any documented absence for time spent in Juvenile Detention (J)

Any student who has exceeded 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 school 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 parents via School Messenger (email and text message).

- 48 hours
- 72 hours
- 108 hours

The Board considers the following factors to be reasonable excuses for time missed at school:

- personal illness (a written physician's statement verifying the illness may be required)
- appointment with a health care provider
- illness in the family necessitating the presence of the child
- quarantine of the home
- death in the family
- necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- observation or celebration of a bona fide religious holiday
- out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.
- such good cause as may be acceptable to the Superintendent
- medically necessary leave for a pregnant student in accordance with Policy 5751

Attendance need not always be within the school facilities, but a student will be in attendance if present at any place where school is in session by the authority of the Board.

23.1.1 Personal Illness Policy

Students must bring in a doctor's excuse to the Attendance Office following the 12th excused or unexcused absence reason to be coded as medical. Documentation from a physician must be submitted within ten (10) school days of return.

Parent(s), guardian(s), or students classified as independents must call the Safe Arrival line at 866-686-2301 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.

23.1.2 Late Student Procedure

Students should report to the Main Office to scan in with their student identification badge. A building-wide announcement will be made, or students will be issued individual admit slips. Instructors shall collect late admit slips from students for their attendance records. Students will not be marked tardy on their attendance record for late bus arrival.

23.2 Absences and Tardies

23.2.1 College/Military/Industry Visitation (L)

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

23.2.2 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*.

23.2.3 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.

Upon arriving on campus, students are considered on "school time" and may not leave without authorization. To depart early, students must present a written request for an approved reason and scan out at the Main Office. Leaving the building or grounds without scanning out or receiving prior permission is a violation of the Code of Conduct (Truancy). Please note that independent students are also required to follow these procedures; failure to do so is a Code of Conduct violation for non-compliance.

23.2.4 Tardiness

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

Scanning into the building:

- 8:05 – 8:30 Tardy
- 8:31 –11:30 0.5 Absent
- 11:31– 2:30 1.0 Absent

Scanning out of the building:

- 8:05– 11:30 1.0 Absent
- 11:31 – 2:30 0.5 Absent

23.2.5 Vacation Guidelines

Excused vacations require:

- Being taken with parents, and
- Pre-arranged with a note from parents signed by the student's instructors, and
- Students agree to make up work as directed by instructor before, during or after vacation, and

- The approved note turned into Student Service's Office prior to vacation.
- If a student has been classified as habitually absent (12 or more absences), vacations will be unexcused.

23.2.6 Religious Expression Days

Parents or guardians seeking accommodation for religious expression days must submit written requests to the Director within fourteen (14) days of the student's enrollment. These requests must specify the religious expression day(s) for which approval is sought. The Director will approve these days without inquiring into the sincerity of the student's religious or spiritual beliefs.

Students absent on approved religious expression days will not be penalized academically and will receive accommodation for missed examinations and other academic requirements.

23.2.6.1 Released Time for Religious Instruction

The Board of Education aims to cooperate with parents who wish to provide religious instruction for their children while upholding the State's attendance requirements. To this end, students may be granted "released time" from school to attend religious instruction offered by a private entity off District property, provided the following conditions are met; students fulfilling these conditions will not be marked absent:

- **Parental Consent:** The student's parent or guardian provides written consent.
- **Attendance Records:** The sponsoring entity maintains attendance records and makes them available to the District upon request.
- **Liability and Supervision:** The sponsoring entity provides and assumes full liability for the student during released time.
- **Student Responsibility:** The student is responsible for all missed schoolwork.

Limitations and Credit:

Students will not be excused from core curriculum subject courses to participate in released time instruction. However, students may earn up to two (2) units of high school credit for coursework completed during released time. These credits may substitute for credits required under Ohio Revised Code 3313.603(C)(8).

- **Course Evaluation for Credit:**
- The Board will evaluate released time courses for potential credit based on the following secular criteria:
- **Instructional Time:** The total number of instructional hours.
- **Course Syllabus**: A review of the syllabus demonstrating course requirements and materials.
- **Assessment Methods:** The methods used to evaluate student learning.
- **Instructor Qualifications:** The instructor's qualifications, which should be comparable to those of District teachers.

The decision regarding the granting of credit for a specific released time religious instruction course will be neutral with respect to religious content and will not involve any evaluation of religious content or denominational affiliation.

Staff Neutrality and Endorsement:

Staff members are prohibited from promoting or discouraging participation in any released time religious instruction program. Nothing in this policy shall be construed as an endorsement of religion or an infringement upon an individual's First Amendment rights.

23.2.6.2 Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements and Ideology

The Board of Education is committed to fostering a school and work environment that champions the free exchange of ideas. The Board affirms the right of employees and students to hold their own beliefs, affiliations, ideals, political opinions, and ideologies without fear of reprisal.

To uphold this commitment:

- The Board will not solicit or require employees or job applicants to affirmatively ascribe to or express opinions on specific beliefs, affiliations, ideals, principles concerning political movements, or ideologies.
- Statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideologies will not be used as evaluation criteria for employees or job applicants, nor as a factor in decisions regarding career advancement, assignment, or job benefits.
- Similarly, the Board will not solicit or require current or prospective students to affirmatively ascribe to specific beliefs,

affiliations, ideals, or principles concerning political movements or ideologies.

- The District will not use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideologies to evaluate a student's academic performance.
- This policy does not diminish the Board's authority to take disciplinary action against employees and students who violate State and Federal laws, including anti-discrimination laws, in accordance with Board policy, administrative guidelines, and the student code of conduct where applicable. Furthermore, this policy does not:
- Modify or limit an educator's academic freedom or their ability to research or publish on specific beliefs, affiliations, ideals, principles concerning political movements, ideologies, or social actions.
- Prohibit, limit, or restrict the Board's authority to consider a job applicant's scholarship,
- teaching, or subject matter expertise in their field.
- Limit the Board's authority to offer an established character education program.
- The Board will make all policies, District guidance, and training materials used for students and employees regarding specific beliefs, affiliations, ideals, or principles concerning political movements or ideologies publicly available, unless such documents contain protected legal communications or guidance.

23.2.7 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 persons 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 has 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 should be by telephone or written notice mailed on the same day the student is absent.

23.3 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.

23.4 Granting of Certificate

Career and Technical Training Certificates are awarded based on 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.

24 School Closings & Delays

24.1 Inclement Weather

If the WCSCC closes due to inclement weather, an announcement will be made on WJW Fox 8 Cleveland. You can find real-time updates on their closings website or via their mobile app.

Home School Impact:

- **Home School Closed:** If your home school is closed due to weather, you are not required to attend WCSCC.

- **Home School Delayed:** If your home school is on a delay, you should report to WCSCC at that same delayed time.
- **Morning Half-Day Students:** If your home school is delayed and you normally attend WCSCC in the morning, you are not required to attend. Your absence will be marked as excused.

24.2 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.

25 Commons

The WCSCC has a closed lunch period. All students are to report to the Commons during their scheduled lunch period. Students are to remain in the Commons unless excused with approval. Outside food deliveries are not permitted during a student's lunch period. Students or adults may carry a packed lunch and eat lunch in the cafeteria.

26 Grading Scale

The Career Center uses the following grading scale:

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

Grade Point weightings are as follows:

A+ = 4.0	B+ = 3.4	C+ = 2.4	D+ = 1.4
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.6	B- = 2.6	C- = 1.6	D- = 0.6

The yearly average 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.

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

All student grades for each respective marking period will be calculated by using weighted percentages within the following criteria:

Academic Classes		CTE Classes
Grading Area	**Weighted Percent**	**Grading Area**
Summative Assessments	60%	Summative Assessments
Formative Assessments	40%	Formative Assessments (if no professional/daily grade)
	30%	Formative Assessments (if using professional/daily grade)
	10%	Professional/Daily Grade

For any IEP student who is failing the marking period, the instructor must complete an IEP Student Failure Report Form and return the completed form to the student's Special Education Coordinator by the grade reporting deadline. The IEP Student Failure Report Form can be located on the staff intranet, in the forms section.

26.1 Incomplete Grades

Students with incomplete grades on their report card during quarter one and quarter three will have the number of days designated by the teacher, up to a maximum of two weeks, to complete the work for a grade. There are no incomplete grades for quarter two or quarter four.

26.2 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.

26.3 Credit Flexibility and Graduation Requirements

The Wayne County Schools Career Center recognizes that high school credit can be earned through a variety of learning experiences outside the traditional classroom setting. Credit Flexibility shifts the focus from "seat time" to performance and demonstrated mastery of subject matter. While credit flexibility opens doors to unique learning opportunities, the final determination, approval, and application of flexible credits toward graduation requirements are strictly governed by the student's designated school of graduation. For more information on the application process, proposal deadlines, and specific criteria for your homeschool, please schedule an appointment with your homeschool school counselor.

27 Work-Based Learning Opportunities Overview

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. WCSCC Drug Free members are rewarded with earlier eligibility release dates.

Feature	Senior Placement	Junior Placement
Early Start Date	After **15 school days** (For Drug Free members based on Junior performance)	After **3rd Quarter grades** (ONLY for Drug Free members)
Standard Start Date	After **1st Semester grades** (All other eligible seniors)	N/A
Weekly Lab Requirement	Minimum **1 full lab day** per week	Minimum **2 full lab days** per week
Total Hours Required	Minimum **12.5 hours** (Work + CTE combined)	Minimum **12.5 hours** (Work + CTE combined)
Approval Process	Application approved by: Instructor, Supervisor, Dean, and Principal	Application approved by: Instructor, Supervisor, Dean, and Principal

Eligibility & Maintenance Criteria

To qualify for and remain in a placement, students must meet the following standards:

Academic Performance:

- B- average minimum in your Career-Technical program.
- C- average minimum in each academic class.
- WebXams must be in good standing and student must be on track to graduate.

Attendance & Conduct:

- 95% attendance (excluding medical or court excuses).
- or fewer tardies per quarter.
- No history of disciplinary action.

Financials:

All school fees must be paid in full (or an active payment plan must be current).

28 Field Trips

All school rules and policies remain in effect during all approved field trips. To participate, students must obtain parental permission before leaving campus and ensure that all school fees are either paid in full or up to date according to a payment plan. Because field trips are a privilege, supervisors reserve the right to revoke participation for individuals or groups at their discretion. Additionally, students must be earning a passing grade in any academic class they would miss while on the trip. Please note that unauthorized persons are not permitted to join any school-sponsored field trip activity.

29 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 school counselor and needs to meet at least one of the following criteria to be accepted and considered:

- To provide IEP accommodation.
- 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 school counselor and Principal before the change may be implemented.

30 STAR Periods

STAR (Support, Tutor, Achieve, Review) Periods have replaced our traditional study halls. Students need to bring schoolwork 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 ethics, positive attitudes, attendance, appearance, and ambition.
- Reviewing Progress Book for missing assignments or current assignments the students should be completing.

31 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 Career Technical Student Organization (CTSO) membership dues. Students who demonstrate a serious financial need may make an application through the Main Office for financial aid to waive instructional program fees. Fee lists are available from trade instructors, school 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. Students who qualify for free lunch after the start of the school year may request a partial refund that will be prorated based on the amount of the school year that remains.

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

To participate in the following activities: field trips, banquets (Culinary Arts), CTSO competitions, advanced placement, office aid, SLC, Key Club, or other extra/co-curricular activities, one of the following provisions must be met:

- pay 100% of the instructional, uniform and tool rental fees (or 50% of the tool purchase fee), or
- establish and maintain a payment plan that fulfills the obligation as set forth in the plan. Exceptions must be approved by the Career-Tech Supervisor and the Principal.

32 Search & Seizure

The Board of Education authorizes searches of students and their possessions—including vehicles—whenever they are under school jurisdiction. These searches are conducted to ensure campus safety or when there is reasonable suspicion that a school rule has been violated. Students are expected to cooperate fully with these requests, as failure to do so may result in additional disciplinary action.

Parking on school grounds is a privilege that carries implied consent for vehicle searches by school administration at any time. Students are held responsible for all contents within their vehicles and are subject to the Code of Conduct if contraband or dangerous objects are discovered. Furthermore, all vehicles must be inspected by an administrator or designee before entering any career-technical lab areas.

Because lockers are school property, they are subject to random searches at any time without prior notice or reasonable suspicion. To maintain a safe environment, the school may also utilize metal detectors, wands, and other detection devices. Additionally, law enforcement canine units may conduct unannounced searches of both lockers and vehicles parked on school property.

33 Surveillance

To maintain a safe campus, video surveillance is in use throughout the building and grounds. Please be aware that recorded footage may be used as evidence in disciplinary proceedings. Tampering with, damaging, or interfering with these cameras is strictly prohibited; such actions will result in school disciplinary measures and may be referred to local law enforcement for legal action.

34 Lockers

Each student will be assigned an individual locker as close to their career-tech lab as possible. To maintain security, students should not share their combinations or allow others to use their lockers. Only school-issued locks are permitted. Because lockers remain the property of WCSCC, students should have no expectation of privacy regarding their locker or its contents. Please note that the school is not responsible for the damage or theft of personal property stored inside or outside of lockers.

35 Vehicles and Parking

WCSCC encourages students to use home school bus transportation. However, students who must drive for work or personal reasons may purchase a $5.00 parking permit with parent consent and proof of license, registration, and insurance. The parking lot opens at 7:25 a.m. daily. Once parked, students must immediately enter the building; loitering or returning to vehicles during the day without office permission is prohibited.

Safety is a priority: the speed limit is 15 mph, cell phone use is prohibited (Ohio Revised Code section 4511.204, Driving While Texting), and buses always have the right-of-way. Drivers must follow all monitor instructions and keep their vehicles free of divisive or political statements or displays with signs, flags, stickers, magnets or by any other means.

Please note that parking is a privilege that includes consent for vehicle searches. Students are responsible for all items in their cars and will face disciplinary action for any found contraband. Violations may result in vehicles being towed or wheel-locked ($25.00 removal fee) and the permanent loss of parking privileges.

36 Emergency Procedures

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

36.1 Fire Drills

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

36.2 Tornado Safety Procedures

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

36.3 Lock Down 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 locked down in 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.

37 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.

Key points to remember:

- Personally owned computers or tablets are not permitted.
- Students must use the student wireless network provided by WCSCC during the school day.
- Students may not use 1-1 computers as wireless "hotspots" or set up a Virtual Private Network (VPN) connection.

Laptops are expected to be returned in the same general condition as they were issued. Fees will be assessed for damage 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. Students are not to allow anyone else to log into or use their computer.

38 Technology and Network Guidelines

38.1 Educational Purpose and User Responsibility

The District provides students with Information and Technology Resources for educational and professional purposes only. Use of these resources—including District-owned devices, networks, and email accounts—is a privilege, not a right. Students are expected to conduct themselves in a responsible, ethical, and legal manner at all times. Use of District resources for personal, non-school-related activities is prohibited. This policy also applies to personally owned communication devices (PCDs) when they are connected to the District network or used during school-sponsored activities. To maintain access, students must complete mandatory digital safety training and have a signed Acceptable Use and Safety Agreement (Form 7540.03 F1) on file.

38.2 Privacy and Monitoring

Students and parents should be aware that the District monitors all technology use to ensure safety and security. This includes active monitoring of data, messages, and web history. Users have no expectation of privacy regarding any material created, stored, sent, or received on District systems. The Board reserves the right to access and inspect any facet of its technology resources at any time.

38.3 Account Security and System Integrity

To ensure a safe and efficient learning environment, students must adhere to strict security guidelines. You are responsible for your assigned account and must never share passwords, MFA codes, or use another person's login. Unauthorized access to private files, attempts to bypass security features, "hacking," and the intentional spread of computer viruses are strictly prohibited. Vandalism—defined as any malicious attempt to harm or destroy hardware, software, or the data of another user—is a serious violation that may result in disciplinary action, criminal liability, or responsibility for repair costs.

38.4 Prohibited Content and Cyberbullying

The District maintains a zero-tolerance policy for cyberbullying and the transmission of harmful content. Students shall not use technology to harass, threaten, or disparage others based on race, national origin, sex, sexual orientation, gender identity, age, disability, religion, or political beliefs. This includes "sexting," the distribution of defamatory information (slander and libel), and the posting of false or embarrassing photos. If you receive an inappropriate message or accidentally access prohibited material, you must notify a teacher or administrator immediately to protect yourself from allegations of intentional misuse.

38.5 Online Etiquette and Personal Safety

Students are expected to practice good online etiquette by being polite and protective of personal information. Never reveal your address, phone number, or passwords to others online, and never agree to meet someone you encounter through the internet without parental supervision. All communications should use language appropriate to a school setting; obscene, profane, or disrespectful language will not be tolerated.

38.6 Software, Copyright, and Resource Limits

Students must respect intellectual property rights and the limits of the District's technical resources. Printing is reserved for school-related assignments only. Unauthorized downloading of software or files is prohibited; all software must be approved by the Technology Director to ensure it is properly licensed and virus-free. Students are also prohibited from using District resources for private financial gain, commercial advertising, or accessing personal web-based email accounts (like Gmail or Yahoo). Because resources are limited, the Board reserves the right to purge files to regain storage space.

38.7 Consequences for Violations

Unauthorized or inappropriate use of District technology may result in the limitation or revocation of privileges. Furthermore, students may face disciplinary action consistent with the Student Code of Conduct, as well as potential civil or criminal liability. Evidence of improper use collected during monitoring may be turned over to law enforcement officials.

39 Personal Communication Devices (PCDs)

The Board of Education is committed to providing educational environments that support students fully engaging with classmates, teachers, and instruction. As a result of the passage of House Bill 96 and guidance from the Ohio Department of Education and Workforce (ODEW), personal communication devices (PCD's) are strictly prohibited and must be powered off and stored out of sight throughout the student school day from 8:05 am to 2:31 pm.

PCD's are electronic communication devices powered by batteries or electricity that can receive, transmitting or receiving and transmitting communication between individuals or groups that are not issued by the District for the purpose of instruction.

Examples of PCD's include personal computers, laptops, tablets, e-readers, cellular telephones, smartphones, gaming devices, smartwatches, other wearable technology, and other web-enabled devices used to communicate (R.C. 3313.753). Students may utilize headphones/earbuds connected to a district issued device for the purpose of accessing instructional resources during regularly scheduled instructional times throughout the day at the discretion of each individual instructor or aide/monitor.

Nothing in this policy prohibits a student from using a PCD for district approved student learning or to monitor or address a health concern in accordance with the students individualized education program (IEP), Section 504 plan or documented physician's orders.

1. **First Incident- Documented Verbal Warning**, direct student to power device off and store in designated classroom collection location until end of instructional period.

2. **Second Incident- Lunch Detention,** direct student to power off device and place in designated classroom collection location until end of instructional period. Parent/guardian contact is made by instructor.

3. **Third Incident- Teacher Led Detention,** direct student to power off device and place in designated classroom collection location. Instructor will turn in device to the In School Alternative Placement Instructor (ISP) for pick up at end of school day. Parent/guardian contact is made by instructor.

4. **Fourth Incident- Weekday School Issued by ISP Instructor,** Direct student to power off device and place in designated classroom collection location. Instructor will turn device in to the In School Alternative Placement Instructor (ISP) for pick up at end of school day. ISP Instructor will issue student a Weekday School upon pick up of device and contact parent/guardian.

5. **Additional Incidents**- Disciplinary Referral Direct student to power off device and place in designated classroom collection location. Instructor will turn device in to the In School Alternative Placement Instructor (ISP) for pick up at end of school day and submit a disciplinary referral.

40 Dress Code

40.1 Overview

The WCSCC emphasizes public image, employability, and safety. As the future workforce of our local community, students are expected to maintain grooming and attire standards that align with professional industry expectations.

General Requirements:
Uniforms: All students must wear the required uniform or trade-specific attire as their outermost layer of clothing.
Professionalism: Any hairstyle, cosmetic, or apparel that creates a safety concern, draws undue attention, or disrupts the educational process is prohibited, even if not specifically listed in this code.
Prohibited Content: Attire may not display lettering or images related to:

- Profanity, obscenity, or sexually suggestive messages.
- Drugs, alcohol, tobacco, or weapons.
- Violence, death, or symbols related to gangs, cults, or the occult.
- Libelous statements, racial/ethnic slurs, or discriminatory language.

Authority and Exceptions: The administration reserves the right to determine and enforce appropriate dress at school and all school-sponsored events. While the Dress Code is strictly enforced to promote a safe and focused learning environment, the administration may designate specific "spirit days" where optional attire is permitted.

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

- Undergarments may not be exposed.
- All apparel must be clean and in good repair without holes. See the dress code chart for additional information.
- Tops and bottoms must always overlap, including when arms are raised.

40.2 Requirements

Students will be required to conform to dress code before returning to class. The following dress and grooming requirements apply to all students and will be enforced at school and at school sponsored activities.

40.2.1 Tops

Trade Specific Uniform – Students that are enrolled in a career-technical program will have a specific uniform requirement and will be required to wear the uniform for the entire school day. Long-sleeved shirts, Henley shirts, or thermal-insulated shirts may be worn for student comfort underneath the school trade uniform.

PLEASE NOTE: Students should not wear garments with spaghetti straps, strapless garments, tank tops, or garments with excessively

large arm holes.

40.2.2 Bottoms

The dress code stipulates the following:

- Pants must be either denim (jean-type material) OR dress pants, slacks, trousers, or khakis dress pants (pants that are intended as semi-professional or professional wear).
- 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.

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

- Shorts of any kind are not permitted.
- Skirts or dresses are unacceptable.
- Sweatpants are not permitted.
- Pajama-like/flannel material bottoms are banned.
- Pants or jeans with holes are prohibited.

40.2.3 Outer Garments & Book Bags

- Hoodies that are not part of the career-tech uniform are not allowed.
- Full-length coats, extending below the knees are not permitted in the school.
- Book bags, backpacks, (other than clear or mesh), and satchels (messenger bags) must be stored in the student locker throughout the school day.
- Purses may not be larger than 8 ½ x 11.
- Blankets and/or cover-ups are prohibited.

40.2.4 Shoes

Footwear must be:

- always worn, 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.

40.2.5 Headwear

- Hats, hoods, caps, etc. must be stored in a student's locker or book bag/backpack from 8:05 am – 2:31 pm. They are not to be worn in classrooms or career-tech labs during the school day.
- Baseball style hats are prohibited.
- Bandannas, sweatbands, handkerchiefs, and head scarves are not permitted.

40.2.6 Important Notes

Button-down trade uniforms are to remain buttoned (except for the top collar button).
Safety clothing, equipment, and/or other dress code expectations may be required by career-technical instructors.
Students may carry a beverage tumbler (i.e., Stanley®, Yeti®, etc.), thermos, etc. with them for hydration and comfort from class-to class.

40.3 Consequences for Violation

The following chart summarizes the 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.
Continued Violations	Students will be required to conform to the dress code before returning to class and other discipline may be assigned for repeated violations of the Student Code of Conduct.

41 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
- on the way to and from school

This code of conduct is in effect while students are under the authority of school personnel or are 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, employee, or student.

41.1 Sanctions

The Board of Education of the Wayne County Joint Vocational School District follows best practices for student conduct that are 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 Lunch Detention
D Teacher Assigned After School Detention
E Weekday School
F Administrative Conference
G Loss of Privileges (i.e., Parking, Field Trips, Internet Use)
H Restoration/Restitution
I In-School Alternative Placement (ISP)
J Suspension (OSS)
K Expulsion (EXP)
L Legal Authorities Notified/Arrest

At any stage the following personnel may be utilized:

- School Counselors
- Special Education Coordinator
- Legal Authorities

41.2 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:

Level 1 Infractions and Possible Sanctions

I.1 Refusal to do class work or assignments	A,C,D,E,F
I.2 Dress code violations	A,B,C,D,E,F,I,J
I.3 Parking or driving violations	A,B,C,D,E,G,I,J,K,L
I.4 Disrupt, prevent, or interfere with the education process	A,C,D,E,F,G,I,J,K,L
I.5 Use or possession of prohibited electronic equipment	A,B,C,D,E,F,I,J,K,L

I.6 Careless or reckless behavior	A,B,C,D,E,F,I,J.K,L
I.7 Public display of affection	A,C,D,E
I.8 Horseplay	A,B,C,D,E,F,I,J
I.9 Cafeteria rule violations	A,C,D,E,F,I,J
I.10 Excessive tardiness	A,C,D,E,F,I
I.11 Cheating	A,C,D,E,G,I,J
I.12 Plagiarism	A,C,D,E,G,I,J
I.13 Non-compliant or disrespectful behavior	A,B,C,D,E,F,I,J,K,L
I.14 Profane, inappropriate, or inflammatory communication	A,B,C,D,E,F,I,J,K,L
I.15 Skipping class	A,C,D,E,F,I

Level 2 Infractions and Possible Sanctions

II.1 Persistent Level I violations	F,G,I,J,K,L
II.2 Failure to serve assigned discipline	F,G,I,J
II.3 Out of assigned area	A,C,D,E,F,I
II.4 Violation of over the counter or prescription drug policy	F,G,I,J,K,L
II.5 Misrepresentation or falsification	F,G,I,J,K,L
II.6 Truancy	A,F,G,I,J
II.7 Disregard of directions or defiance	A,B,C,D,E,F,I,J,K,L
II.8 Violation of school lockout procedure	A,F,I,J,K,L
II.9 Gambling	A,F,I,J,K,L
II.10 Harassment	F,I,J,K,L
II.11 Possession or distribution of inappropriate material	F,I,J,K,L
II.12 Theft or unauthorized possession	F,H,I,J,K,L
II.13 Damage or vandalism to school or personal property	H,I,J,K,L
II.14 Unauthorized bodily contact	F,I,J,K,L
II.15 Safety violation	A,B,C,D,E,F,G,H,I,J,K,L

Level 3 Infractions and Possible Sanctions

III.1 Persistent Level II violations	I,J,K,L
III.2 Violation of restroom policy	J,K,L
III.3 Hazing	I,J,K,L
III.4 Threats	I,J,K,L
III.5 Extortion	I,J,K,L
III.6 Intimidation	I,J,K,L
III.7 Bullying	I,J,K,L
III.8 Unauthorized use of fire or possession of related devices	I,J,K,L
III.9 Violation of Technology/Network Policy	A,B,C,D,E,F,G,I,J,K,L
III.10 False alarm, bomb threat, fire alarm, or inducing panic	J,K,L
III.11 Sexual harassment	J,K,L
III.12 Sexual activity or lewd behavior	J,K,L
III.13 Sexual assault	J,K,L
III.14 Possess, use, distribute, conceal or evidence of consumption of an illegal substance	I,J,K,L
III.15 Possess drug paraphernalia	I,J,K,L
III.16 Verbal or physical abuse of a staff member	I,J,K,L
III.17 Violent Behavior	J,K,L
III.18 Violation of weapons policy	J,K,L

41.3 Notes

41.3.1 Violations Not Listed Herein

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

41.3.2 Identified Students
Consideration of the Individualized Educational Plan (IEP) and the disabling conditions shall be made as part of any disciplinary action involving an identified student.

41.3.3 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.

41.4 Definitions & Explanations

41.4.1 Level 1 Definitions/Explanations
L1#1 Refusal to do class work or assignments – actively choosing or refusing to do work. L1#2 Dress code – See Section 41.

L1#3 Parking/Driving violations – See Section 36.

L1#4 Disrupt, prevent, or interfere with the education process – Students must not interrupt or interfere with the learning of others or behave in a manner that causes disruption to the school environment. Disruptive behavior is defined as when a student engages in inappropriate behavior (i.e., talking out, making noises, yelling, throwing small objects) or distracting classmates.

L1#5 Personal Communication Device – 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 are allowable. The personal audio device is exclusively for the use of individuals through headphones or earbuds inaudible to others. Students must have their own headphones/earbuds, since sharing 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.

L1#6 Careless or reckless behavior – knowing that a student's behavior may have caused the result, and the student disregarded that risk.

L1#7 Public display of affection – handholding is the only acceptable display of affection.

L1#8 Horseplay – roughhousing, joking, or being the class clown at an inappropriate time in the classroom.

L1#9 Cafeteria rule violations – Students must not throw food, clean up after themselves, and not leave the Commons prior to dismissal without permission from the Lunch Monitor.

L1#10 Tardiness – See Section 23.2

L1#11 Cheating – involves the unauthorized use of information, materials, or sources in completing academic activities. Examples include, but are not limited to:

- Copying answers during an assignment, test, or quiz that should be completed individually.
- Allowing another student to copy from his/her own test or assignment.
- Using technology to complete work when a student is not permitted to do so.

L1#12 Plagiarism – presenting ideas or the writing of someone else as your own. For example, copying and pasting material you found online into your assignment without citing your source.

L1#13 Non-compliant or disrespectful behavior – The refusal to comply with the reasonable request of a staff member. A student is disrespectful when arguing, "talking back" to, or making disrespectful comments to staff or student(s).

L1#14 Profane, inappropriate, or inflammatory communication – Students shall not use obscene, vulgar, profane, or discriminatory language, make inappropriate gestures / actions or possess vulgar materials. Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.

L1#15 Skipping class or out-of-assigned area – not present in scheduled class or present in another, unauthorized area of the building.

41.4.2 Level 2 Definitions/Explanations
L2#1 Persistent Level 1 violations – repeated and continuous violations of Level 1 infractions.

L2#2 Failure to serve assigned discipline – failure to comply with or complete originally assigned discipline.

L2#3 Violation of over the counter or prescription drug policy – See Section 11.3

L2#4 Misrepresentation or falsification – Giving a false or misleading account, lying, or misrepresenting something on purpose.

L2#5 Truancy – any intentional absence, including leaving school without permission.

L2#6 Disregard of direction or defiance – involves refusing to follow directions, argumentative, and being obstinate.

L2#7 Violation of school lockout procedure – All building entrances are locked at 8:30 AM. Students may not enter or assist others in entering the building or any designated restricted areas. Unauthorized access to any locked or off-limits space constitutes a policy violation.

L2#8 Gambling – Students shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.

L2#9 Harassment – to worry and/or impede or annoy persistently.

L2#10 Possession or distribution of inappropriate material – creating, publishing, reproducing, or possessing obscene material.

L2#11 Theft or unauthorized possession – the taking or in possession of property without permission or authority to do so.

L2#12 Damage or vandalism to school or personal property – willful or malicious damage to school grounds and buildings or furnishings and equipment.

L2#13 Unauthorized bodily contact – The act of physically touching, 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. There are varying degrees of this infraction that can result in different levels of discipline:

- Level 1 – Pushing, shoving, or in the grasp of one another.
- Level 2 – Students end physical altercations on their own without staff intervention.
- Level 3 – Physical altercation had to be ended by staff or bystanders, and/or an act of assault is involved.

L2#14 Safety Violation – any action or condition that increases the risk of injury or illness to students, staff, or visitors. Some examples of these violations can be failure to wear personal protective equipment (PPE), horseplay or reckless behavior, improper use of tools or equipment, etc.

41.4.3 Level 3 Definitions/Explanations

L3#1 Persistent Level 2 violations – repeated and continuous violations of Level 2 infractions. L3#2 Violation of restroom policy – There is no loitering, vaping, or food consumption allowed in the restrooms. Only one person is permitted in a restroom stall at a time. If multiple students are found in the same stall, all those students will receive discipline.

L3#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.

L3#4 Threats – statements of intent to inflict pain, harm, or other hostile action on someone. L3#5 Extortion – the act of obtaining by force or improper pressure.

L3#6 Intimidation – to frighten, scare, or threaten someone, usually to persuade or coerce them to do something.

L3#7 Bullying – See Section 3.3.1 and Section 4.0.

L3#8 Unauthorized use of fire or possession of related devices – Burning of property, possession or use of fireworks, smoke bombs, lighter, matches, or other incendiary devices.

L3#9 Violation of the Technology/Network policy – An example of violating the technology policy would include using a school computer or network to engage in cyberbullying, harassment, or disrespectful conduct-such as sending threatening or obscene messages, impersonating others, or posting harmful content about classmates. Other violations include attempting to bypass internet filters or safety measures or damaging or altering school technology equipment, software, or data.

L3#10 False alarm, bomb threat, fire alarm, or inducing panic – This may include tampering or improper use of safety or alarm systems.

L3#11 Sexual harassment – unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature.

L3#12 Sexual activity or lewd behavior – sexual behavior or conduct that is considered crude and offensive.

L3#13 Sexual assault – sexual behavior that takes place without one's consent.

L3#14 Possess, use, distribute, conceal or evidence of consumption of an illegal substance – A student shall not possess, sell, attempt to sell, use, transmit, conceal, or show evidence of use of any of the following including: anabolic steroids, narcotic drugs, amphetamines, barbiturates, hallucinogenic drugs, marijuana, alcoholic beverages, caffeine pills, caffeine capsules, caffeine powder, energy sprays, intoxicants of any kind, all uses of tobacco (cigars, cigarettes, pipe tobacco, chewing tobacco, smokeless tobacco, snuff, electronic cigarettes, vapor pens, dab pens, dab oil, THC oil, hemp, or hemp products) or tobacco lookalikes or any other matter or substances that could contain tobacco or nicotine. Additionally, papers used to roll cigarettes or devices that could be construed as lookalike are prohibited under this section as well.

L3#15 Possess drug paraphernalia – any instrument, article, or item whose customary and primary purpose is for the administration or use of any drug.

L3#16 Verbal or physical abuse of a staff member – including profanity, threatening, screaming, or yelling, towards a staff member.

L3#17 Violent behavior – explosive anger, physical aggression, fighting, attempts to hurt others, and destruction of property of a few examples of student violent behavior.

L3#18 Violation of weapons policy – 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-alike, or other incendiary devices.

42 Detentions

Detention is a teacher-directed discipline, which refers to disciplinary strategies and actions where the instructor takes primary responsibility for managing student behavior, setting clear expectations, and enforcing classroom rules. The goal is to maintain order in the classroom, minimize disruptions, and create a safe, positive learning environment by making sure students understand boundaries and the results of their actions.

42.1 Lunch Detention

Students assigned lunch detention must report directly to the In-School Alternative Placement (ISP) room at the start of their designated lunch period. During the 15-minute detention, students are expected to sit quietly and may engage in academic work or reading. Students will be dismissed promptly at the end of the detention period and eat their lunch in the Commons.

42.2 After-School Detention

During the 30-minute after-school detention, students are required to report to the teacher's classroom, who assigned the detention, immediately after the dismissal bell (2:31 pm). The primary goal of after-school detention is to provide a consequence for inappropriate behavior while giving students an opportunity to complete schoolwork in a structured environment.

43 Weekday School (WDS)

Weekday School (WDS) is a structured disciplinary consequence held on designated Tuesday and Thursday afternoons from 2:31 PM to 3:30 PM. Students assigned to WDS will report to an assigned room and check in with the monitor. This program serves as an alternative to suspension for minor disciplinary infractions.

44 In-School Alternative Placement (ISP)

ISP serves as a behavioral intervention and a productive alternative to out-of-school suspension. ISP is served entirely within a supervised learning environment on school property. Students must report by 8:05 AM; those arriving after 8:30 AM without a valid medical or court excuse will not receive credit for the day. While in ISP, students must follow strict conduct rules, including sitting upright and remaining silent.

Academic success remains a priority: students can earn full credit for classwork, provided it is completed independently and submitted to teachers immediately upon their return to class. Failure to meet these behavioral or academic standards may result in additional ISP days or further disciplinary action. For students with an IEP, requirements will be modified as needed to ensure compliance with their individualized plan.

45 Out-of-School Suspension (OSS)

Under the Ohio Revised Code (R.C. 3313.66), an out-of-school suspension is the disciplinary removal of a student from school premises and school activities by a superintendent or principal for a period not to exceed 10 school days. Out-of-school suspension denies the student attendance at school entirely for disciplinary reasons.

46 Student Due Process Rights, Disciplinary Procedures, and Statutory Guidelines (Board Policy 5611)

The Board of Education recognizes that students possess limited constitutional rights regarding their education, requiring formal due process procedures for disciplinary actions. District administrators use a preponderance of evidence standard when determining whether to implement disciplinary actions.

46.1 Procedures for Out-of-School Suspension

Before an out-of-school suspension is imposed, the student must be given written notice of the intended suspension and its reasons, plus an informal opportunity for the student to challenge the reasons or explain their actions.

If a student leaves school property without permission immediately following a violation (or prior to an informal hearing) and fails to return the next school day, written notice of the suspension may be mailed to the family offering an informal hearing upon request prior to the end of the suspension period.

46.2 Post-Suspension Notification

Phone contact is made upon issuing a suspension. Written notice is sent within one (1) school day to the parent/guardian/custodian, the Superintendent, and placed in the student's cumulative school record (not the permanent record). Included in the written notice, is the reason for the suspension, right to appeal to the Board or its designee, and right to legal/chosen representation, right to request that the appeal hearing be held in executive session, specific appeal filing instructions, including recipient and deadline, and notice of permanent exclusion, if applicable. The student or parent may appeal to the Board or its designee and have representation. An executive-session hearing may be requested, but action on the suspension must occur at a public meeting.

Appeals must be filed in writing with the Board Treasurer or Superintendent within five (5) calendar days of the suspension notice date (as established by local Board policy). Suspension appeal deadlines are established locally by board policy. The state-mandated 14-day minimum appeal period applies strictly to expulsions, not suspensions. The Board acts by a majority of its full membership, or its designee acts under delegated authority. The hearing requires a verbatim record. The decision may be appealed under ORC Chapter 2506. ORC 3313.66(E).

46.3 Pre-Expulsion Procedures

The Superintendent must issue written notice to the student and parent/guardian detailing the reasons for the proposed expulsion. The notice must specify the time and place for the student/parent to appear before the Superintendent or designee, scheduled no earlier than three (3) school days and no later than five (5) school days after notice is given (unless an extension is granted).

46.4 Post-Expulsion Notification & Appeals

Written notice is issued within one (1) school day of the expulsion decision to the parents/guardians and the Board Treasurer. Appeals must be filed in writing with the Treasurer or Superintendent within fourteen (14) calendar days of the Superintendent's decision (ORC 3313.66).

46.5 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 student 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 as an expulsion would be imposed on a student who has not withdrawn from school.

47 Academic Integrity

Students are expected to conduct themselves honestly and with integrity in their work. It is expected that all schoolwork submitted represents the original efforts of the individual student. 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.

47.1 Cheating

All forms of cheating are prohibited. Here are several examples that would be considered cheating:

- 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.

47.2 Plagiarism

Some examples of plagiarism are listed below:

- Copying information from a source without giving proper credit to source(s); and
- Presenting others' work/ideas as one's own without giving proper credit to source(s).
- Not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source.

- Paraphrasing an author without giving credit.

47.3 Artificial Intelligence ("AI")

The Board of Education recognizes the positive impact that artificial intelligence ("AI") technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of AI technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of AI technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies. Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Any illegal acts will be reported to law enforcement.

48 Section 504 of the Rehabilitation Act of 1973 & the Americans with Disabilities Act (ADA)

The Superintendent establishes these administrative guidelines for the identification, evaluation, and educational programming and placement of students with disabilities who qualify under Section 504/ADA. These guidelines, along with AG2260.01B, fulfill the Board's directive to adopt a system of procedural safeguards that includes the right to have a due process hearing.

Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504") prohibit discrimination against qualified persons with a disability in any program or activity receiving Federal financial assistance. The Board will not knowingly permit discrimination against any qualified person with a disability in any of the district's programs, activities, polices, and/or practices. Building Principals shall serve as Building Section 504/ADA Compliance Officers.

Anyone with a disability is anyone who:

1. Has a physical or mental impairment that substantially limits one (1) or more major life activities.
2. Has a record of (i.e., has a history of, or has been misclassified as having) a physical or mental impairment that substantially limits one (1) or more major life activities; or
3. Is regarded as having a physical or mental impairment that substantially limits one or more major life activities (i.e., has a physical or mental impairment that does not substantially limit major life activities but is treated by the District as constituting such a limitation, or has a physical or mental impairment that substantially limits major life activities only as a result of the attitude of others toward such impairment, or has none of the physical or mental impairments recognized by Section 504 but is treated as having such an impairment).

Major life activities include, but are not limited to, functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

49 Every Student Succeeds Act (ESSA)

ESSA includes provisions that will help to ensure success for students and schools. Below are just a few. The law:

- Advances equity by upholding critical protections for America's disadvantaged and high-need students.
- Requires that all students be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helps to support and grow local innovations – including evidence-based and place-based interventions developed by local leaders and educators.
- Sustains and expands historic investments in increasing access to high-quality preschool.
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

50 School Safety Confidential Tip Line

The WCSCC offers 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.

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

51 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.

52 Chemical Abuse Policy

The WCSCC 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, alcohol, hemp, hemp products, or lookalikes 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, alcohol, hemp, hemp products, or lookalikes 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 begin neither 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, 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.

53 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.

53.1 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 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.

53.2 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.

53.3 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 to 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.

53.4 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.

54 Tobacco Policy

The Board of Education is committed to providing students, staff, and visitors with a 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 a 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, dab pens, dab oil, THC oil, hemp, hemp products, or look-alike, or any other matter or substances that could contain tobacco or nicotine. Additionally, papers used to roll cigarettes or devices that could be construed as lookalike are prohibited under this section as well.

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.

55 Protect All Students Act, Senate Bill 104

Ohio Senate Bill 104, effective February 25, 2025, requires that multi-occupancy restrooms, locker rooms, shower rooms, and changing rooms within school buildings or facilities used for school-sponsored activities be designated for the exclusive use of individuals of the male or female biological sex.

56 Protection of Pupil Rights

56.1 Overview

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 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:
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:

1. 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 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 guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest in providing 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:

- political affiliations or beliefs of the student or his/her parents.
- mental or psychological problems of the student or his/her family.
- sex behavior or attitudes.
- illegal, anti-social, self-incriminating or demeaning behavior.
- critical appraisals of other individuals with whom respondents have close family relationships.
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- 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 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 beforehand 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 parents will have access to the instructional material within a reasonable period 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 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.