



# Student Handbook 2011-2012

3525 N. St. Rt. 48  
Lebanon, Ohio 45036  
(513) 932-5677  
1-877-547-5102  
FAX (513) 932-3810  
[www.mywccc.com](http://www.mywccc.com)

*This agenda belongs to:*

Name \_\_\_\_\_

Program \_\_\_\_\_

Grade Level \_\_\_\_\_

## Table of Contents

Welcome .....	5
Vision.....	5
Mission.....	5
Values .....	5
High Schools That Work.....	5
Calendar 2010-2011 .....	6
Bell Schedules.....	7
Eighteen-year old students .....	8
Attendance .....	8
Attendance Definitions .....	8
Call-In Procedure for Tardies, Early Dismissals, and Absences .....	8
Documentation for Tardies, Early Dismissals, and Absences .....	8
Tardiness.....	9
Early Dismissals .....	9
Absences .....	9
Excused Tardies, Early Dismissals, and Absences .....	10
Unexcused Tardies, Early Dismissals, and Absences .....	10
Medical Excuses .....	10
Chronic Illness .....	10
Unexcused Absences .....	11
Truancy Intervention Meeting for Parents and Students .....	11
Truancy Charges Filed In Court.....	11
Home School Schedule Conflicts .....	12
Missing Child Law.....	12
Badges & IDs.....	12
Student Dress Code.....	12
Use of Medication .....	13
Use of School Equipment and Facilities .....	13
Telephones, Cell Phones, and Other Communication Devices. ....	13
Hall Passes .....	14
Fire Drills/Tornado Drills .....	14
Safety .....	14
Visitors.....	14
Cafeteria.....	14
Hallway and General School Behavior .....	15
Student Searches .....	15
Student Code of Conduct .....	15
Rule #1: Absence, Class Cutting, Tardiness, & Truancy .....	16
Rule #2: Academic Dishonesty .....	17
Rule #3: Aiding and Abetting .....	17
Rule #4: Alcohol .....	17
Rule #5: Assault and Battery.....	17
Rule #6: Communicable Diseases .....	17
Rule #7: Damage to Property .....	17
Rule #8: Dangerous Weapons.....	17
Rule #9: Defiance & Insubordination .....	17
Rule #10: Display of Affection & Sexual Acts.....	17
Rule #11: Disrespect .....	17

Rule #12:	Disruptive Behavior.....	17
Rule #13:	Distribution or Sale of Unauthorized Materials .....	17
Rule #14:	Dress Code Violation .....	17
Rule #15:	Driving & Parking Violations.....	18
Rule #16:	Drugs & Medications .....	18
Rule #17:	Failure to Serve Properly Administered Discipline .....	18
Rule #18:	Extortion & Coercion .....	18
Rule #19:	Fighting or Aggression Upon Another .....	18
Rule #20:	Gambling .....	18
Rule #21:	Harassment, Hazing, Intimidation, Dating Violence, or Bullying .....	18
Rule #22:	Inappropriate Use of Language or Gestures .....	18
Rule #23:	Incendiary Devices .....	18
Rule #24:	Inducing or Attempting to Induce Panic .....	18
Rule #25:	Lying and/or Forgery.....	19
Rule #26:	Out of Bounds .....	19
Rule #27:	Removing or Altering Student Records.....	19
Rule #28:	Repeated Violations.....	19
Rule #29:	Student Activities .....	19
Rule #30:	Theft, Breaking & Entering .....	19
Rule #31:	Tobacco .....	19
Rule #32:	Unauthorized Publication .....	19
Rule #33:	Unauthorized Use of Electronic Devices .....	19
Rule #34:	Unauthorized Use of Fire & Arson.....	19
Rule #35:	Unlawful and/or Disruptive Demonstrations .....	19
Rule #36:	Violation of Board Policy.....	19
Rule #37:	Violation of Law .....	20
Rule #38:	Violation of Computer/Network Usage Policy.....	20
	Consequences .....	20
	Permanent Exclusion from School.....	20
	Dangerous Weapons in the Schools .....	21
	School Resource Officer .....	21
	School Bus Conduct.....	21
	Computer, Network, and Internet Acceptable Use Policy .....	22
	Personal Responsibility.....	22
	Term of the Permitted Use .....	22
	Purpose and Use .....	22
	Privacy.....	25
	Failure to Follow Policy and Breach of Agreement.....	25
	Warranties/Indemnification .....	26
	Updates .....	26
	Student Driving Policy.....	26
	Vehicle Inspection .....	26
	Traffic Control.....	27
	Student Services.....	27
	College Visits/Military Processing .....	27
	Guidance Counselor.....	27
	Health Services .....	27
	Student Withdrawals and Program Changes .....	27
	Change of Address & Telephone Number .....	27
	Criteria for Earning WCCC Credit .....	27

Report Cards .....	28
Quarter Grades .....	28
Semester & Final Exam Policy .....	28
Semester Averages.....	28
Internships and Work-Based Learning Experiences .....	29
Student Fees & Fines .....	29
Student Insurance .....	30
Closing of School.....	30
Career Technical Student Organizations .....	30
Awards and Certificates .....	31
Career Passport .....	31
Career-Technical Certificates .....	31
Exemplary Attendance.....	31
Perfect Attendance.....	31
Award of Distinction .....	31
Award of Merit .....	31
Principal’s List.....	32
Honor Roll .....	32
Home School Graduation Ceremonies*.....	32
WCCC Awards Ceremony.....	32
National Technical Honor Society .....	32
Civil Rights Violation Reporting Procedures .....	32
Family Educational Rights and Privacy Act (FERPA).....	33
Student Records .....	33
Directory Information .....	33

## Welcome

Congratulations! You have made one of the biggest and hopefully the best decisions of your life. We challenge you to take ownership of that decision by doing the very best that you can. Don't settle for second best! We have high expectations for you and are planning for your success. Now you must do the work to get there! We are very excited about your choice to attend the Career Center, and hope that you are too.

Good luck to each of you. Have a rewarding and wonderful school year!

Sincerely,

Warren County Career Center Administration

## Vision

WCCC is the valued partner of choice within the educational and economic systems of our communities, by providing quality academic and career technical education. We pave the way for a future of opportunities unique to each of our learners.

## Mission

The mission of the Warren County Vocational School District is to prepare youth and adults to make informed career choices and to successfully enter, compete and advance in a changing work world. This mission will be achieved by offering training in occupational, academic and employability skills.

## Values

WCCC staff, students, parents and others will behave in ways that support and demonstrate the following values:

- Celebrating team and individual achievements
- Communicating openly and honestly
- Embracing educational opportunities for change and diversity
- Making quality customer service a high priority
- Promoting partnerships and a team environment
- Providing high quality instruction and highly qualified staff to ensure success for all learners
- Taking ownership of personal actions and being held accountable for results
- Treating each other with respect, dignity, trust and mutual value
- Upholding and demonstrating high ethical, educational and fiscal standards
- Using data to drive planning, decision making and actions

## High Schools That Work

The Warren County Career Center (WCCC) is proud to be a *High Schools That Work* site in Southwestern Ohio. *High Schools That Work* is a school improvement initiative that integrates challenging career focused studies with advanced academic studies. Therefore, it is imperative for the WCCC to become an integrated technical center with advanced academics to properly serve students in all six districts beyond the 20<sup>th</sup> century. *High Schools That Work* is based on a framework of 10 key practices and key conditions that advocate accelerated learning and higher standards for all students:

- Key Practice 1     Establishing higher expectations of students in both academic and career-technical classes
- Key Practice 2     Revising career-technical courses and developing new ones to expand the emphasis on advancing communications, mathematics, and science competence
- Key Practice 3     Revising academic courses or developing new ones to teach the essential concepts from the college prep curriculum through applied strategies that enable students to see the relationship between course content and their future
- Key Practice 4     Requiring students in career-technical studies to complete a challenging program of study including 4 courses in English, 3 in math and science, and at least 2 in each area equivalent in content to courses offered in the college preparatory program
- Key Practice 5     Encouraging career-technical and academic teachers to integrate curriculum by providing them with staff development materials and time to work together
- Key Practice 6     Having each student actively engaged in the learning process
- Key Practice 7     Providing career guidance and counseling services to students and their parents in the planning of a high school program of study
- Key Practice 8     A high school that works must provide a structured system of extra help to enable career-bound students to successfully complete an accelerated program of study that includes high-level academic content and a major
- Key Practice 9     Using student assessment and program evaluation data to improve the curriculum, instruction, school climate, and school organization and management
- Key Practice 10    A high school that works must provide career-bound students access to a structured system of work-based learning that results in an industry recognized credential and employment in a career pathway

An important part of being a ***High Schools That Work*** site is that we get our students' assistance in trying to continuously improve our school. This includes testing our students regularly, and surveying them for comments on ways to make our school better. **Remember, every voice counts!**

### Calendar 2011-2012

- |                     |                                   |
|---------------------|-----------------------------------|
| August 18           | New Teacher Day                   |
| August 19           | Professional Development Day      |
| August 22           | Teacher Work Day                  |
| August 23           | First Student Day – Juniors Only  |
| August 24           | All Students – Report First Day   |
| September 5         | Labor Day                         |
| October 13          | Advisory Dinner                   |
| October 21          | End of 1 <sup>st</sup> Quarter    |
| October 24 – Nov. 6 | OGT Testing                       |
| November 7          | No School – Professional Dev. Day |
| November 10         | Parent Teacher Conferences        |

November 23, 24 & 25	Thanksgiving Break
November 29, 30, December 1	Sophomore Visitation Days
December 8	Sophomore Open House
December 20	1-Hour Early Release Day
December 21–January 2	Winter Break
January 3	School Resumes
January 9-13	Semester Exams
January 13	End of 2 <sup>nd</sup> Quarter
January 16	No School – Martin Luther King Day
February 20	No School – President’s Day
March 12 – 25	OGT Testing
March 23	End of 3 <sup>rd</sup> Quarter
March 30	1-Hour Early Release Day
April 2 – 9	Spring Break
April 10	School Resumes
April 26	Meet and Greet Dinner
May 22-23	Senior Exams
May 24	Senior Awards Ceremony
May 28	No School – Memorial Day
May 29-30	Junior Exams
May 30	End of 4 <sup>th</sup> Quarter
May 30	Last Day for Students
May 31	Last Day for Teachers

June 1, 4, 5, 6, & 7                      Calamity make-up days (if needed)

October Count Week: October 3 – 7, 2011

**OGT Testing Dates**

October 24 - Nov. 6, 2011

March 12-25, 2012

Monday - Reading

Thursday - Science

Tuesday - Math

Friday - Social Studies

Wednesday - Writing

**Bell Schedules**

**Bell Schedule for Regular Days**

1st	7:45 - 8:31	5A	11:00 - 11:19
2nd	8:35 - 9:18	5B	11:26 - 11:45
3rd	9:22 - 10:05	6th	11:50 - 12:33
4A	10:10 - 10:29	7th	12:37 - 1:20
4B	10:36 - 10:55	8th	1:24 - 2:07

**Lunch Times:**

4A	10:05 - 10:36	5A	10:55 - 11:26
4B	10:29 - 11:00	5B	11:19 - 11:50

## **Eighteen-year old students**

Students eighteen years of age or older and living at home are still under their parents' authority as far as school is concerned. All notes, early dismissals and required forms are to be completed by the parents. Eighteen-year-old students will not be permitted to sign themselves in or out of school and all grades and discipline information will be shared with their parents. Students eighteen years and older who live independently and students under eighteen who are legally emancipated are not bound by these requirements, but must still follow all school policies.

### **Attendance**

Attendance is vital to your success at the Warren County Career Center. Students are expected to have 95% attendance or better as one of the criteria for receiving various awards and certificates as identified later. You are responsible for establishing an attendance record that is acceptable to faculty and to future employers. The record you establish during your apprenticeship will be a reflection of your dependability as a future employee. Incentives will be utilized by the Warren County Career Center to reward attendance. Reference Ohio Revised Code, Section 3321.01: All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school and Ohio Revised Code, Section 3321.03: It is the parent's responsibility to cause the child to attend school.

#### **Attendance Definitions**

Tardy – 7:45 a.m.-9:19 a.m.

Half-Day – When away from school for 2-4 class sessions the student is considered absent half day. Students missing that part of the day that does not qualify as half day or tardy will be charged with an early dismissal. Students arriving late or leaving early for medical reasons must produce a note from the doctor.

#### **Call-In Procedure for Tardies, Early Dismissals, and Absences**

According to Section 3313.205 of the Ohio Revised Code, parents or guardians of school-aged students must call the school to report the absence of their son/daughter. ALL parents/Guardians must call the attendance office (513-932-5677 extension # 5234) by 9:00 a.m. on the day of the absence.

#### **Documentation for Tardies, Early Dismissals, and Absences**

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as "Excused Absences" may be documented by a parent note. Medical notes shall not count against the eight (8) parent notes for absences or five (5) parent notes for tardies. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician assistant – unless an absence is otherwise excused by the principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general rule may be waived by school officials where circumstances indicate that its application does not serve the child's best interest. Those circumstances include, but are not limited to, the child's and/or the child's siblings' attendance in the current or prior school years.

In all instances where students/parents have been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing) and are currently under active supervision or probation, excused absences shall be granted only on the condition of a note from a physician, nurse practitioner, physician assistant, or personally excused from school by the school principal.

Nothing contained in this attendance policy is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this policy as "Excused Absences."

### **Tardiness**

Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving after the first bell must report directly to the attendance office to obtain an "admit" slip. The student must present the "admit" slip to the instructor to be admitted to class. Students are NOT considered in attendance at school until the "admit" slip is completed in the attendance office. Every tardy will count cumulative for each quarter or semester. Building procedures for tardies are as follows: 1<sup>st</sup> – 3<sup>rd</sup> tardy = warning, 4<sup>th</sup> – 6<sup>th</sup> tardy = 1 detention, 7<sup>th</sup> – 9<sup>th</sup> tardy = Thursday School, 10<sup>th</sup> tardy = 5 days of ISS, 11<sup>th</sup> tardy = 3 days of OSS, and each additional tardy will result in OSS with increasing number of days. Every 5th tardy = 1 day unexcused absence.

Chronic unexcused tardiness to school may result in the loss of parking privileges and referral to the Warren County Juvenile Court.

### **Early Dismissals**

Students must bring in their early dismissal note to the attendance office in the morning before school starts. In ALL cases, a parent/guardian will be contacted to provide permission and a valid reason for the early dismissal, in order for the dismissal to be granted. The student must return to the attendance office to sign out. Students failing to sign out in the attendance office will be CONSIDERED TRUANT and receive appropriate consequences. When a student arrives on the campus property, s/he is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without proper authority from the attendance office. Also, no student will be permitted to return to school unless an "off-grounds" pass has been issued with a return time marked on it.

### **Absences**

Students who miss school are required to have their parent/guardian contact the attendance office before 9:00 a.m. If the school does not receive notification, a phone call will automatically be made to the parent/guardian.

Students are to bring in a note after each absence from school. The note must be brought to the attendance office as soon as you arrive for school. Parent notes must be brought in within two (2) days of the absence; otherwise, the absence will be unexcused. The attendance office will determine, by policy, whether the absence is excused or unexcused. If the absence is determined to be unexcused, a grade of zero will be issued for that day. The attendance office personnel will then issue an absence pass to get into class. A copy of this pass, along with the absence note, will be kept on file in the attendance office. Instructors are not permitted to allow students into class without this pass. Each period the appropriate instructor will initial the pass. The last teacher of the day to initial the pass will return it to the attendance office.

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

### **Excused Tardies, Early Dismissals, and Absences**

1. Personal illness or injury.
2. Medical or dental appointments (partial days, in most cases).
3. Death or severe illness within the immediate family or care provider.
4. Quarantine.
5. Religious holiday (pre-approved with the attendance office).
6. Appointments for court (with documentation).
7. Pre-approved vacations. Five (5) days per year approved in advance by the administration. These days shall be included in the eight (8) day absence policy noted below. Students should plan vacations during the summer or during winter or spring breaks. Vacations should follow the school calendar.
8. Head lice. Children excluded from school due to head lice are allowed two (2) excused absences (two occurrences per year, maximum.). Days beyond the two (2) day limit are unexcused.
9. Field trips and school activities.
10. Emergencies and other reasons approved by the WCCC administration.

### **Unexcused Tardies, Early Dismissals, and Absences**

1. Missing the school bus.
2. Experiencing transportation problems at home or on the way to school.
3. Remaining at home to complete school assignments.
4. Missing school without legitimate illness.
5. Oversleeping. Alarm clock (student's or parent's) failed to work.
6. "My mom didn't get me up."
7. Not having suitable clothing to wear to school.
8. Working at a job during the school day without a proper work permit.
9. Babysitting.
10. Any form of recreation (unless pre-approved vacation days).
11. Personal business that can be done after school or on weekends.
12. "Helping at home" or "Was needed at home."
13. "I had a game last night."
14. Senior pictures/portraits.

### **Medical Excuses**

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

### **Chronic Illness**

For students with a chronic medical condition (asthma, migraines, etc.), the school nurse and treating physician, nurse practitioner, or physician assistant shall discuss the child's case. If the school nurse and physician (et. al.) agree the child may be absent/tardy due to this on-going condition and decide it is not necessary for the child to be seen by the physician (et. al.) for each instance, the parent shall write a note to excuse the child's absence/tardy for this condition - even though the absence/tardy may exceed the number of days for which a medical note is typically required. This Chronic Illness waiver shall be renewed annually.

## **Unexcused Absences**

Truancy Defined – Truancy is defined by Ohio Revised Code, Section 3313.609, as “any absence that is not excused”.

### **A student with an unexcused absence can make up in-class assignments at the discretion of the instructor.**

The intervention strategies regarding unexcused absences shall be as follows:

- 2<sup>nd</sup> day—Second Day Warning Letter sent.
- 5<sup>th</sup> or 9<sup>th</sup> day—Intervention Meeting Letter sent. All students with five (5) unexcused absences for the year will be required to attend a Truancy Intervention Meeting. This will be scheduled by the WCCC Truancy Officer.
- 12 day—Truant students are subject to disciplinary action.

In addition to WCCC policy, all students under the age of 18 MUST comply with the Warren County Court of Common Pleas, Juvenile division Truancy Program. It deals with UNEXCUSED ABSENCES for the year only.

2 Days Unexcused Absence:	Formal Notification Letter
5 Days Unexcused Absence:	Truancy Intervention Group Meeting
9 Days Unexcused Absence:	Truancy Intervention Group Meeting for those referred after the 5 day group meeting.
12 Days Unexcused Absence:	File Complaint & Official Court Hearing

*Important Note: Formal court proceedings may be initiated without utilizing the above sequence.*

## **Truancy Intervention Meeting for Parents and Students**

Once a student has acquired (5) unexcused absences from school, the parents, along with the student are referred to the Truancy Intervention meeting. It is presided over by a school official and/or a representative of the court. The meeting focuses on explaining the truancy process as well as addressing compulsory school laws and WCCC attendance policy. Parental and student responsibilities are discussed along with the legal consequences for both should the attendance problem continue.

The entire focus of the meeting is an educational one. It is an “awareness program” designed to inform and empower students to resolve the attendance concerns on their own so that the court need not become involved. The school will notify the parents and student of the date, time and location of the Truancy Intervention Meeting.

## **Truancy Charges Filed In Court**

Truancy charges may be filed against students who become chronic (or habitual) truants. In addition, “contributing” charges may be filed against the parent(s).

Chronic Truancy (Delinquency) – 7 consecutive unexcused absences.	
	10 unexcused absences in four (4) weeks of school.
	15 unexcused absences in a school year.
Habitual Truancy (Unruly) =	5 consecutive unexcused absences.
	7 unexcused absences in four (4) weeks of school.
	12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or

tardies until graduation. A Violation of a Court Order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of “contributing” charges. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

### **Home School Schedule Conflicts**

If there is a conflict between the student’s home school schedule and the Warren County Career Center schedule (beginning or ending dates, spring break, teacher in-services, etc.), the student is expected to follow the Warren County Career Center schedule and be present when the Career Center is in session.

### **Missing Child Law**

According to Section 3313.205 of the Ohio Revised Code, parents or guardians of school age students must call the school to report the absence of their son/daughter. We ask that all parents call the school and ask for the attendance office by 9:00 a.m. (Ext. 5234) on the day of the absence. If the school does not hear from the parent/guardian, a post-card will be automatically sent home notifying the parent of the student’s absence. Reminder: This phone call to the school does not replace the absence note, which is required to be written and given to the attendance office upon returning to school.

## **Badges & IDs**

Identification badges will be issued to all Warren County Career Center students. Badges must be with students at all times during the school day. A fee of \$5.00 will be charged or added to student’s school fees for lost or replacement badges.

## **Student Dress Code**

As we continue to prepare students for entry-level jobs and/or post-secondary education, and in order to establish an educational climate dedicated to achievement, the Warren County Career Center has instituted a dress code for all students.

All students are required to wear Board approved, WCCC program shirts. Career-technical instructors have selected a uniform shirt for their program’s students to wear each day. The shirts are purchased by the student and **MUST** be worn each day for school, unless told otherwise. **NO EXCEPTIONS!**

Appropriate dress and appearance is an integral part of any effective career-technical educational program. Our school dress code reflects the expectations of business, industry and the Warren County Career Center staff. The following guidelines are to be adhered to by the WCCC student body:

- A. **All** students will wear approved, WCCC program shirts/attire **EVERY DAY** that school is in session. Students are to wear required program dress/attire throughout the entire school day. Also note that **ONLY** approved program hats are permitted in the career technical labs. They are not permitted to be worn outside of the lab area.
- B. Safety apparel must be worn at all times during the laboratory setting. **This includes appropriate uniform, eye apparel and footwear.** In programs that require uniforms other than those provided by the school, students are to keep them laundered and in good repair, free of any graffiti or other inappropriate markings.
- C. The wearing of all jewelry, wristwatches and loose clothing is not permitted during laboratory

instruction where they may present a safety hazard.

- D. Any student with collar length hair or longer may be required to wear a protective cap, hair net or have his/her hair pulled back since safety or sanitation is a factor.
- E. Distracting, unsafe or inappropriate dress is **not acceptable**. The following list includes but is not limited to:
  - 1. Any article of clothing, which depicts drugs, alcohol, tobacco, sexual innuendos, or gang/cult related symbols, is prohibited. PLEASE NOTE: THIS INCLUDES CONFEDERATE FLAG EMBLEMS, SWASTIKAS, AND ANY OTHER HATE-RELATED SYMBOLS.
  - 2. Tank tops or muscle shirts
  - 3. Capris, shorts or jams
  - 4. Skirts shorter than 3" below fingertips when arms are extended down to the side
  - 5. Halters, midriffs or revealing garments
  - 6. Inappropriate footwear, which will be identified and monitored by the instructors for safety in a school/lab setting
  - 7. Head coverings including but not limited to bandanas, hats, hoods, and/or visors
  - 8. Ragged, patched, ripped, cutout, torn or defaced clothing
  - 9. Purses
  - 10. Sunglasses
  - 11. Book bags
  - 12. Coats, baggy jackets, or windbreakers
  - 13. Chains or spikes worn ANYWHERE on a student (like wallet chains, spiked wristbands, etc.)
  - 14. Baggy pants, pants with large pockets, or pants that drag on the floor (Pants are to be worn at the waist)

NOTE: Specific career programs limit body piercing to the ears only. Program expectations are in written form and will be reviewed with the student.

### **Use of Medication**

No student will be permitted to carry or self-administer his/her own medication in school without written consent from the school nurse. This includes all medicines prescribed by a physician and all over-the-counter drugs. The school nurse will store and dispense medication to the student only after the student and parent have requested this service.

### **Use of School Equipment and Facilities**

Our equipment is to be used for instructional purposes only. Each piece of equipment is assigned to a certain area and should not be moved without your instructor's permission. At the end of the lab period, check all equipment to be sure that it is accounted for, secured and covered, where applicable. You are responsible for the care of the equipment so please take care of it.

### **Telephones, Cell Phones, and Other Communication Devices.**

Cell phones, pagers, and any other communication devices may not be used during the school day. Use or improper storage of the device during the school day could result in confiscation of the item and disciplinary action. If there is an emergency, which would require the use of the telephone, go to the office and ask permission to use the office phone. Parents who wish to contact their students during instructional hours are asked to call the office at (513) 932-5677.

## Hall Passes

The student agenda book contains pages that are hall passes. Students are required to carry their agenda book whenever they are out of the classroom with the appropriate page filled out and signed by the instructor.

## Fire Drills/Tornado Drills

There will be monthly Fire Drills conducted during the school year. Tornado Drills will occur during the Tornado season (Spring). Your instructor will give you the Fire Drill/Tornado drill instructions for each lab/classroom.

## Safety

Due to the vast amount of industrial type equipment used by students at the WCCC and because of the possibility of severe injury, it is essential that each student completely observe the safety requirements within each career-technical program. Each student should learn these requirements for he/she alone will be responsible for his/her actions.

## Visitors

Parents and other adults are requested to contact the school office when visiting our school. Please contact the school in advance of your visit to ensure you will be able to observe a particular activity. Visitors and volunteers are required to sign in at the office upon arrival and wear an identification badge while in the building. Students will not be allowed to bring friends to school. A State issued identification card or driver license may be requested of visitors. Alumni students are to visit staff after 2:15 pm.

## Cafeteria

The school cafeteria is maintained as a vital part of the school. We have a closed lunch period. **Students are required to eat at school, are not allowed to go out for lunch, and are not permitted to have lunch delivered without prior approval from the administration.** All students are expected to:

- A. Deposit all lunch litter in wastebaskets.
- B. Leave the table and floor around your place in a clean condition for others.
- C. Not cut the lunch line or purchase items for other students.
- D. Keep all food and drinks in cafeteria area at all times.

NOTE: No change will be given for lunch purchases through the Point of Sale system.

Students who choose not to cooperate with the rules and/or the lunch supervisors will receive disciplinary action.

Milk Substitution for children with Medical or Special Dietary Needs: If a child has a life-threatening allergy/disability related to consuming milk the District is required to accommodate a Child with a disability, but must obtain a medical note from a licensed physician that describes the Child's condition. Whatever the physician prescribes as a milk substitution must be served, which may be orange juice or water.

## Hallway and General School Behavior

Teachers and other school personnel have the responsibility to monitor and correct student behavior throughout the school building and grounds. Appropriate behavior is expected of all students. **Examples** of inappropriate behavior that will be addressed include (but are not limited to):

- A. Inappropriate dress
- B. Possession of pop/foods/candy, etc. outside of the commons area
- C. Inappropriate language
- D. No hall pass
- E. Littering
- F. Damage to property
- G. Insubordination
- H. Student confrontation
- I. Loud and obnoxious behavior
- J. Other disruptive behavior
- K. Loitering
- L. Excessive tardies to class

## Student Searches

The Administration of the Warren County Career Center will coordinate with local law enforcement officials when the need arises for assistance with the Warren County Drug and Alcohol Task Force. Pursuant to Section 3313.20, Ohio Revised Code, the Board of Education has adopted a policy permitting the Administration of the Warren County Career Center or its designee to search a student's person, his/her briefcase, purse, book bag, gym bag, locker, desk, or other items, etc. and automobile if that automobile is parked on school grounds or at a school sponsored activity. When the administration believes a student is concealing evidence of a crime upon his/her person or property, or if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board of Education, the police may be asked to conduct the search.

Random searches of the entire property **will** be conducted at different times by the Administration and/or police agencies during the school year, and may include use of Canine Units.

## Student Code of Conduct

Ohio Revised Code 3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts, which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

Suspension – the written notice of intent to suspend shall be given to the student at an informal hearing. A student or his/her parents may appeal a suspension from school to the Superintendent in writing within 10 calendar days after the suspension takes effect. School work may be made up while suspended. If the student makes up school work while suspended, he/she will be able to receive a maximum score of 65%. Whenever possible it is the responsibility of the student to collect all work assignments and books before the suspension begins. All work will be due, including the taking of any tests and/or quizzes, the first day the student returns from an out of school suspension.

Expulsion – the written notice of intent to expel shall be sent to the student and his/her parents, and the student and parents will be provided an opportunity for an informal hearing prior to a decision to expel. A student or his/her parents may appeal an expulsion from school. The request to the board for the appeal must be sent to the Treasurer in writing within 14 calendar days after the expulsion takes effect.

The student and his/her parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to the Warren County Court of Commons Pleas. It is the policy of the Warren County Career Center School District's Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be given ample time to make up all assignments and work missed as a result of the absence.

This Code of Regulations is adopted by the Board of Education of the Warren County Career Center pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students, school employees and/or visitors and volunteers, or such conduct would unreasonably interrupt the educational processes of the Warren County Career Center. The Superintendent/Designee may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- A. The student and parent will execute a document agreeing to perform community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent/Designee's satisfaction, all or part of the suspension or expulsion may be reinstated.
- B. Community service shall be performed at the place and time designated by the Superintendent/Designee.
- C. Community service is an option to be utilized at the sole discretion of the Superintendent/Designee and is not available at the discretion of the student and parent.
- D. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent/Designee's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent/Designee to show cause why the suspension/expulsion should not be imposed.

These regulations prohibit certain specific acts. If the prohibited act is also a violation of the Ohio Revised Code (ORC), the pertinent chapter or section of the law is given in parentheses:

Rule #1: Absence, Class Cutting, Tardiness, & Truancy - A student shall not be late, absent from school, or fail to comply with compulsory attendance laws for all or any portion of a

school day, or any assigned class, or activity without proper authorization.

- Rule #2: Academic Dishonesty - Cheating, plagiarizing, attempting to cheat, or assisting another student to cheat on any school assignment or test.
- Rule #3: Aiding and Abetting - A student shall not, in any way, aid, abet, or fail to report another student or person who is violating or planning to violate the Code of Conduct. A student who commits this offense will be disciplined according to the consequences given for the code of conduct offense that was violated by the other student.
- Rule #4: Alcohol - Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind (ORC Chapter 4301, as well as a possible delinquency offense if the student is under eighteen).
- Rule #5: Assault and Battery - Felonious assault, aggravated assault, assault on a school employee, student or other person (ORC Chapter 2903).
- Rule #6: Communicable Diseases - No student shall be on school property with a communicable disease unless a medical professional and the appropriate school administrator approve school attendance.
- Rule #7: Damage to Property - Damage or destruction of school property, property of school employees, or property of other students on or off of school premises or private property on school premises or in areas controlled by the school (Vandalism, criminal damaging, criminal mischief, ORC Chapter 2909)
- Rule #8: Dangerous Weapons - No student shall possess, use, threaten to use, or transmit any object that might be considered to be a dangerous weapon capable of inflicting bodily injury, or objects that look like dangerous weapons. This includes but is not limited to: a knife, razor, cutting instrument, ice pick, explosive, leading cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, BB gun, firearm or other destructive device (as defined in 18 U.S.C.A. Section 921-924), incendiary, poisonous or noxious gas, an instrument which launches projectiles or other dangerous substances, laser pointer, ammunition, or other object that that could be used as a weapon or is represented as a weapon.
- Rule #9: Defiance & Insubordination - Disregard of reasonable directions or commands by school personnel, including properly administered discipline.
- Rule #10: Display of Affection & Sexual Acts - Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior with a person of the same or opposite sex including any sexual offense as listed in ORC Chapter 2907.
- Rule #11: Disrespect - Students must recognize their responsibility to staff members and know that any form of disrespect or arrogance will not be tolerated. A student shall not intimidate, insult, verbally abuse, or abuse in writing any member of the student body, employee of the Board of Education, or a visitor in the school.
- Rule #12: Disruptive Behavior - Any activity by a pupil which, he or she knows or should know, will disrupt the academic process of a curricular or extracurricular activity.
- Rule #13: Distribution or Sale of Unauthorized Materials - The distribution, sale, or placing on school premises of any materials, signs, slogans, pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
- Rule #14: Dress Code Violation - Indecent exposure (ORC Chapter 2907), improper or suggestive dress, or failure to abide by the reasonable dress and appearance codes established by

the Board of Education. The final authority in matters of school dress and grooming rests with the school administration. Refer to the Dress Code section of this Handbook.

- Rule #15: Driving & Parking Violations - Failure to abide by rules and regulations set forth by administration for student driving and parking.
- Rule #16: Drugs & Medications- Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant, controlled substance (drugs, narcotics, marijuana, etc.), drug paraphernalia, or counterfeit controlled substance, which is any substance that is made to look like a controlled substance, or that is represented to be a controlled substance, or is believed to be a controlled substance. Additionally, no student shall be allowed to carry or self-administer his/her own medication in school (ORC Chapter 2925, drug offenses).
- Rule #17: Failure to Serve Properly Administered Discipline – A student shall not intentionally fail to serve discipline that has been properly given.
- Rule #18: Extortion & Coercion - No student shall not forcibly gain items of value or importance through acts of implied or expressed threats. (ORC Chapter 2905).
- Rule #19: Fighting or Aggression Upon Another - No student shall cause or attempt to cause or threaten physical injury or physical imposition, or behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person. This includes fighting, which is defined as the act of hostile bodily contact among two or more students and “horseplay”, which is defined as any physical contact or verbal statements in which a student knows or reasonably should know may result in a fight or other physical altercation (which may be disorderly conduct under ORC Chapter 2917.11).
- Rule #20: Gambling (ORC Chapter 2915).
- Rule #21: Harassment, Hazing, Intimidation, Dating Violence, or Bullying – Any intentional written, verbal, or physical act that a student has exhibited toward another particular person more than once and the behavior both: (1) Causes mental or physical harm to the other person; (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other person. Cyber-bullying is the above prohibited behavior perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. These acts are not limited to on school property or school events but also includes where the bullying is communicated. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including, but not limited to, unwanted touching, patting, verbal comments of a sexual nature, unwanted body contact, and exposure to physical gestures, body movements, or visual or auditory material of a sexual nature which would be perceived by a reasonable person as offensive. (This may also constitute sexual harassment, menacing, and aggravated menacing under ORC Chapter 2903).
- Rule #22: Inappropriate Use of Language or Gestures - The use of words (written or verbal) or gestures that are abusive, profane, vulgar, or obscene and which, under the circumstances, disrupt normal school activities and are offensive in the school setting.
- Rule #23: Incendiary Devices - A student shall not possess matches, lighters, or other similar devices. (ORC 2909).
- Rule #24: Inducing or Attempting to Induce Panic - No student shall, through word or action, induce or attempt to induce panic among the population of the school. This would include written or spoken threats relating to actions that could result in bodily harm or

destruction of school property, such as turning in false fire, tornado, bomb, disaster or other alarms (ORC Chapter 2917).

- Rule #25: Lying and/or Forgery – A student shall not knowingly provide false information, nor shall he/she falsely sign or falsify school-related documents (ORC Chapter 2913).
- Rule #26: Out of Bounds - Presence in school related areas during school hours or outside school hours where the student has no expressed, implied, or written permission to be (this may constitute trespass as well ORC Chapter 2911) or upon initial arrival, leaving school premises during school hours without permission of the proper school authorities.
- Rule #27: Removing or Altering Student Records - No student shall remove any student record from its official place of deposit without permission of the record custodian or shall inspect, alter, change, transmit, or copy any unauthorized academic information of materials in any format. No student shall forge any school-related documents.
- Rule #28: Repeated Violations - Repeated violations of the Student Code of Conduct and/or any other Board rule, regulation, or policy.
- Rule #29: Student Activities - No student shall violate the rules or regulations of, or misappropriate funds from any school activity.
- Rule #30: Theft, Breaking & Entering - A student shall not take or attempt to take, the property of the school or other private property without the consent of the owner. This includes illegal entry and receiving stolen property (ORC Chapter 2913).
- Rule #31: Tobacco - Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form (This may involve a delinquency offense if the offender is under the age of eighteen).
- Rule #32: Unauthorized Publication - Printing, distributing, or possessing any unauthorized materials, including obscene, pornographic or libelous material (ORC Chapter 2907).
- Rule #33: Unauthorized Use of Electronic Devices - Unauthorized use of electronic communication devices and/or an electronic laser-pointing device without the express permission of the administration. Students shall not be permitted to use beepers, pagers, cellular telephones, iPods, MP3 players or any other related electronic communication devices. Electronic devices should be turned off and locked in the student's locker upon arrival to school. This includes the taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, e-mailing, or sexting, etc.) may constitute a crime under state and/or federal law, and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.
- Rule #34: Unauthorized Use of Fire & Arson - A student shall not set, attempt to set, or make use of any unauthorized fire while on school property or when involved in any school related activity. This includes the possession of matches, lighters, or other similar devices. (ORC 2909).
- Rule #35: Unlawful and/or Disruptive Demonstrations – Demonstrations or the incitement of others to demonstrate in any manner that is determined to be unlawful and/or disruptive to the educational process.
- Rule #36: Violation of Board Policy - Violation of any Board rule, regulation or policy.

Rule #37: Violation of Computer/Network Usage Policy - Violation of the Board's Network/Internet Acceptable Use Policy.

Rule #38: Violation of Law - Commission by a pupil of any crime in violation of local, state, or federal statute.

### **Consequences**

Depending on the severity of the offense, students who are found to be in violation of the above regulations are subject to one or more of the following disciplinary actions.

1. Detention
2. Extended Detention (Thursday School)
3. In-School Suspension
4. Out-of-school suspension
5. Loss of driving privileges
6. Community service
7. Expulsion from school
8. Criminal prosecution as an alleged adult offender or as an alleged juvenile offender. If any violation of these regulations is also a violation of United States or Ohio law, the offender is subject to possible criminal prosecution in addition to any school disciplinary action. If any other act not specified in these regulations is, in fact, a violation of federal or state law, the offender is likewise subject to criminal prosecution.

### **Permanent Exclusion from School**

In addition to any other disciplinary action which may be taken, a student may be permanently excluded/expelled from the Warren County Career Center and from any public school in Ohio if the student is convicted of, or adjudicated, a delinquent child for committing, when the student was 16 years of age or older, any of the following acts included here (but not limited to) on school property or at a school related activity:

1. Convey, attempt to convey, or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the Board of Education.
2. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
3. Carrying a concealed weapon(s).
4. Aggravated murder.
5. Murder.
6. Voluntary manslaughter.
7. Involuntary manslaughter.
8. Felonious assault.
9. Aggravated assault.
10. Rape.
11. Gross sexual imposition.
12. Felonious sexual penetration.
13. Complicity in any of the violations described above.
14. Repeated disregard for school policies and procedures.

## **Dangerous Weapons in the Schools**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives, and other dangerous weapons in the schools. The definition of a firearm shall include any weapon (including a starter gun or paint ball gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, rocket, missile or mine; or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a pocket knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student uses a pocket knife for any purpose other than that of using it in a laboratory situation (such as cutting or stripping wire, cutting wood, or using as a scraper) the Superintendent/Designee may expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to, metal knuckles, slingshot, razors, pipes/chains, explosives, noxious or poisonous gases, irritants, such as mace and pepper spray, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

## **School Resource Officer**

The Board of Education has entered into an agreement with the Warren County Sheriff's Office to provide a fulltime deputy sheriff as a School Resource Officer (SRO). This officer works with the administrative staff, faculty, and students to promote a safe, effective, and crime-free learning environment. The SRO has authority to investigate criminal offenses, traffic offenses, and other complaints brought to his/her attention or to the attention of school administrators. The SRO is also available to provide appropriate advice or instruction on a variety of law enforcement and safety topics. This officer may, from time to time, participate with school administrators in the investigation and resolution of disciplinary issues.

## **School Bus Conduct**

The following rules should be followed by students when riding the WCCC school bus:

1. Follow directions the first time they are given
2. Remain seated while the bus is moving
3. Keep hands, arms, feet, and other objects to yourself
4. No eating or drinking
5. Respect yourself, drivers, others, and the bus.

The student code of conduct remains in effect for all students while being transported on WCCC school buses. Students who violate the code of conduct while on the school bus will be dealt with in conjunction with this handbook.

## **Computer, Network, and Internet Acceptable Use Policy**

The Warren County Career Center is pleased to make available access to interconnected computer systems within the Career Center and to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities, and electronic storage in the pursuit of learning. The District Board of Education has policies which govern the access and use of computer and network systems. Personal mobile devices (e.g. cellular phones, iPod Touch, etc.) are becoming more prevalent. While participating in school activities, the use of personal mobile devices by staff and students falls under the WCCC policy and guidelines for the use of and access to technology. This Acceptable Use Policy is a guideline for use and a contractual agreement between the end user of said systems and the Board of Education. All end users of said systems must take responsibility for appropriate and lawful use of their access. Misuse under the guidelines of this document may result in loss of privilege to use computer systems, the network, and/or Internet access and may result in disciplinary action under Board Policy and/or the governing code of conduct.

Upon reviewing, signing, and returning this Policy and Agreement, each end user will be given an opportunity to enjoy access to computer and network systems at school and is agreeing to follow this agreement's guidelines and Board Policy. Anyone under 18 years of age must have his or her parent or guardian read and sign the policy. The Warren County Career Center cannot provide access to anyone who fails to sign and submit the policy to the school as directed with accompanying signature of a parent or guardian if required.

If you have any questions about the guidelines below, please contact the Director of the Division (Adult, Secondary, or Pre-School) that applies to you.

### **Personal Responsibility**

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report a misuse of the network to your immediate teacher, supervisor, or director. Misuse means any violations of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### **Term of the Permitted Use**

A properly signed and submitted copy of this document is required to have a computer account activated for a given school year. Accounts will be deactivated on September 15 of the school year for anyone who has not complied. A new agreement must be submitted by September 15 of every school year for an end user to retain access to a computer account.

### **Purpose and Use**

The Warren County Career Center is providing access to its computer network and the Internet for educational purposes *only*. If you have any doubt about whether a contemplated activity is educational, you should consult with your immediate teacher, supervisor, or director to help you decide if a use is appropriate. The following guidelines and procedures shall be complied with by staff, students, or community members who are specifically authorized to use the District's computers or network services:

Expectations for the use of the computer/network include but are not limited to:

1. Do make full use of Computer and Network access to enhance, enrich, and enliven the education process at all levels of the district.
2. Do make use of the Computer and Network access to store files, run approved software programs and simulators, perform research, produce original documents, projects, and presentations, and communicate in the pursuit of instruction and learning.
3. Do seek help and/or advice when appropriate from your immediate teacher, supervisor, or director.
4. Do use appropriate language and etiquette at all times as defined in Board policy and the applicable code of conduct.
5. Do keep electronic messages brief and use appropriate language.
6. Do report any security problem or misuse of the network to your immediate teacher, supervisor, or director.

The Board of Education assumes that all users understand the following guidelines for use and access to all technology:

1. Understand that Electronic mail (e-mail) is not private. Systems managers have access to all messages and their content may be searched and/or reported to the authorities and or school administration.
2. Understand that all electronic data that passes through a district owned computer or over the district's network is subject to monitoring and seizure and may be handed over law enforcement officials and or school administration.
3. Understand that all electronic data created for the purpose of administration or instruction under the Board approved curriculum for a course or program should be assumed to be property of the District.
4. Understand that the rules and regulations of on-line etiquette are subject to change by the Administration.
5. Understand that the user in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if stepping away. Users retain responsibility for the activity of anyone accessing the computer and/or network under their account. Users shall keep personal account information, home addresses and telephone numbers private. They shall use this system only under the login and password information issued to them by the District. Users shall not grant others access to a computer and/or the network under their login and password.
6. Understand that District computer systems and the District network shall be used only for purposes related to education or administration. Commercial, political and/or personal use of said systems is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use. An Exception may be considered when a portable computer is assigned to staff for the purpose of at-home productivity outside of regular working hours. Such exception must be granted in writing by the Superintendent/designee.
7. Understand that staff members are required to carbon copy (CC) all work related email to their District issued email address when using a personal email account. This ensures compliance with public records legislation.
8. Understand that unauthorized use of chat, instant messaging, or online web proxy servers are strictly prohibited by staff and students on District computer and/or network systems. Any

attempt to bypass filters in place to block undesirable or non-educational content qualifies as unacceptable use. Social networking websites including but not limited to Myspace, Facebook, Xanga, and others, are considered non-educational and undesirable content.

9. Understand that vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creation or deployment of computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
10. Understand that the use of mobile devices, cellular or otherwise, to capture video, audio, or pictures is prohibited. Transfer of said video or images is also prohibited whether on district Wi-Fi or other network sources. Any exceptions to this must be pre-approved in writing by the appropriate Administrator.
11. Understand that the use of mobile devices, cellular or otherwise, district issued or personal, to slander others, text during school activities, and "Sexting" is prohibited.
12. Understand that the text communications between staff and students only be used in an emergency with messages short, direct, non-personal, and whose content is only informational about school activities. If a staff member is interested in using text communication for these purposes he should consult with his supervisor to develop a plan to ensure that proper precautions are in place to protect the staff member and the students

Unacceptable uses of all technology include but are not limited to:

1. Do not violate the conditions of Federal and State laws dealing with students' and employees' rights to privacy.
2. Do not reveal your personal home address or phone number or those of other students or colleagues or arrange a face-to-face meeting with someone you "meet" on the computer network or Internet.
3. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
4. Do not use the computer and/or network for financial gain or for any commercial or illegal activity.
5. Do not use the computer and/or network in such a way that it disrupts the use of the computer and/or network by others.
6. Do not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
7. Do not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
8. Do not place copyrighted material on the system without the author's permission.
9. Do not read other user's email or files or attempt to interfere with another user's ability to send or receive electronic mail or attempt to read, delete, copy, modify or forge another user's email.
10. Do not repost (forward) personal communication without the author's prior consent.
11. Do not copy commercial software and/or other material in violation of copyright law.
12. Do not "hack", gain, or attempt to gain unauthorized access to computers, servers, computer

- systems, internal networks, or external networks.
13. Do not access and/or view inappropriate material.
  14. Do not download and/or install freeware or shareware programs without the approval of the Technology Department.
  15. Do not plagiarize copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work.
  16. Do not use, install, or attempt to install peer to peer file sharing programs such as Kazaa, Bittorrent, Limewire, Bearshare, Frostwire, and others.
  17. Do not use social network sites such as Myspace, Facebook, Xanga, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment.
  18. Do not use instant messaging, text messaging, and Internet telephony services without the consent of your teacher, supervisor, or director.
  19. Do not use a personal mobile or cellular device to establish a private network with Internet access to bypass policies or filters and/or to share said access with others or participate in use of such a network.
  20. Do not use any means to circumvent technology-monitoring measures including but not limited to privacy filters, counter surveillance programs and any other device or software which would interfere with monitoring by the District. Do not browse the internet with the privacy mode setting enabled.

#### **Privacy**

Network and Internet access is provided as a tool education, The Warren County Career Center reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Warren County Career Center and no user shall have any expectation of privacy regarding such materials. Likewise, all District-issued computers, cellular phones, and other technology devices are subject to search at any time, with or without reasonable cause. There is no expectation of privacy on District-owned networks, computers, cellular phones, or other technology devices.

#### **Failure to Follow Policy and Breach of Agreement**

The user's access of computer systems, the network, the Internet, cellular phones, and other technological devices is a privilege, not a right. A user who violates this policy and breaches his/her agreement, may at the discretion of the Administration, have his or her access terminated for the remainder of the school year. The Warren County Career Center reserves the right refuse reinstatement of access for subsequent school years. A user breaches his or her agreement not only by affirmatively violating the above policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Warren County Career Center may take other disciplinary action.

### **Warranties/Indemnification**

The Warren County Career Center makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks, the Internet, cellular phones, and other technological devices provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) or any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its technology under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility of their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Warren County Career Center and the Information Technology Center that provides technology to the Warren County Career Center and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to technology, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Warren County Career Center in the event of the Career Center's initiating an investigation of a user's use of technology, whether that use is on a Warren County Career Center device or on another's outside the Warren County Career Center's Network.

### **Updates**

Users may be asked from time to time to provide new or additional registration and account information, which must be provided by the user if he or she wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify Technology Specialist of the changes.

## **Student Driving Policy**

Requirements for all student drivers are as follows:

- A. All students must have a parking permit to park on school property. This permit is to be adhered to the upper left windshield, driver's side.
- B. To be eligible for a parking permit you **MUST** have the following:
  1. A valid driver's license with vehicle registration.
  2. A current insurance policy listing you as a driver.
  3. A vehicle that is capable of passing a safety inspection.
- C. Students who drive to school must use the student parking area only. Orderly parking must prevail in this area. If a suspended vehicle is parked in the Career Center parking lot, the vehicle may be secured, using a "locking tire boot" and can be towed at the driver's expense. The Administration and/or the School Resource Officer will authorize placement of this tool. **No student is to park in the assigned faculty or visitors' parking area.** Students are reminded that they are to secure their vehicles and then come into the building as soon as they arrive. Students may not loiter in the parking lot. Students are not to return to the parking lot during the school day without an administrator's permission. Students are also reminded that the parking lot is part of the campus and **smoking is not permitted.**

### **Vehicle Inspection**

In an attempt to ensure the safety of students driving to and from school, the Warren County Career Center, the Warren County Sheriff's Office, the Clearcreek Township Police Department, and the Ohio State Highway Patrol Post 83 are working together to promote good driving habits in the Career Center students. All vehicles driven by students will be inspected under ORC Chapter

4513, and must adhere to these guidelines. Such inspections shall be made with respect to the tires, lights, brakes, glass, safety devices, exhaust system, horns and warning devices, windshield wipers, valid driver's license, valid insurance card and overall condition of the vehicle. The School Resource Officer, with the assistance of students from the Criminal Justice Program, will randomly conduct vehicle inspections. Any violations not corrected in a timely manner, determined by the Administration and/or the School Resource Officer, will result in a loss of driving/parking privileges.

### **Traffic Control**

Several times throughout the year, various officers from the Warren County Sheriff's Office, the Ohio State Highway Patrol Post 83, and the Clearcreek Township Police Department, will be present in the school zone for enforcement of traffic laws as defined in the Ohio Revised Traffic Code. Citations/warnings will be issued for violations and the Administration and the School Resource Officer will be notified. Students who violate traffic laws can receive a suspension of their driving/parking privileges for an appropriate period of time.

## **Student Services**

### **College Visits/Military Processing**

It is our policy to permit juniors to use one day and seniors, two days, absence from regular school classes in order to visit a school they anticipate attending. One day may be used for military processing. Arrangements for these days must be made in advance to secure permission from both, the school to be visited or military recruiter, and WCCC Counselor. The students must complete a College/ Military Visitation form from Student Services. This form must be signed by a parent/guardian and returned to a counselor for approval.

### **Guidance Counselor**

The Student Services Office is available to students and parents to discuss educational and personal social problems. Students may stop and see their counselor before school or during lunch. Students may also make appointments.

### **Health Services**

The Health and Safety Coordinator (School Nurse) is located in the front office for consultation and health problems. If a student should become ill during the school day, he/she should receive a pass to report to the Nurse. The Nurse will notify the instructor in the event the student is not able to do so. No student who is ill will be sent home from the school without parent permission.

### **Student Withdrawals and Program Changes**

Program changes, on the part of the students, will not be encouraged. Students should see their **Career Center** guidance counselor for any questions concerning their program. Up to a two week trial period will be required of all accepted WCCC applicants.

### **Change of Address & Telephone Number**

If your address or telephone number has changed since the time you submitted your application to the **Warren County Career Center** or, if it changes any time during the school year, the student must notify the Student Services Office immediately.

### **Criteria for Earning WCCC Credit**

1. WCCC will supply the home school with the attendance and the grade earned. It is the

responsibility of the home school to grant credits according to Board Policy.

2. Correspondence and/or Virtual Learning courses may be taken with the approval of the home school and the WCCC Guidance Counselors. These courses must be completed according to the home school policy.

### Report Cards

All parents and students will be advised of the student's achievement and progress at the WCCC. This report will be prepared by the teaching staff at the end of each nine-week grading term. There will be four formal nine-week grading periods.

In addition to the nine-week grading periods, a mid-term progress report will be sent to all parents and students halfway through each quarter.

### Quarter Grades

The method of grading at the Career Center will consist of the six letter system: A, B, C, D, F and I. In order to arrive at an equitable evaluation of a student's achievement, all teachers will employ a percentage average and convert this average into a letter grade.

The following list is the universal grading system for the Warren County Career Center.

98-100%=A+	95-97%=A	92-94%=A-	Excellent Work
89-91%=B+	86-88%=B	83-85%=B-	Above Average
80-82%=C+	77-79%=C	74-76%=C-	Average
71-73%=D+	68-70%=D	65-67%=D-	Below Average
0-64%=F			Failing Work - No Credit Given

I Incomplete Work No Grade Given Until Assignments are Complete. Students will have 2 weeks to convert an incomplete to a letter grade. All incomplete work will convert to zero status after the two-week period.

### Letter Grade Quality Point Equivalents

A+ - 12	C+ - 6	B+ - 9	D+ - 3
A - 11	C - 5	B - 8	D - 2
A- - 10	C- - 4	B- - 7	D- - 1
			F - 0

### Semester & Final Exam Policy

A cumulative exam or assessment is to be administered in each class at the end of the term. This exam or assessment is to be designed as a cumulative evaluation of the major concepts covered during the semester. The exam/assessment will count as 20% of the final semester grade.

Students who have 95% attendance for the year, have passed all five sections of the OGT, and have passed the third and fourth quarters in an individual course will be exempt from that course's final exams.

Senior Career Technical courses will be exempt from that course's final exams only if they pass the WebExams or industry certification credentials for that course.

Students who are absent for an exam may make up the exam with a doctor's note excusing the absence. Extenuating circumstances will be handled on an individual basis.

### Semester Averages

In order to pass a course and receive semester credit, a passing grade must be attained in two out of the three marking areas (quarter marking periods and/or the semester exam). To determine the semester average for a course, add 40% of the letter grade quality point equivalent for each quarter

to 20% of the letter grade quality point equivalent for the semester exam. The following table is used to determine the final semester grade for the course.

A+	-	11.05	-	12.00	C+	-	5.35	-	6.30
A	-	10.10	-	11.05	C	-	4.40	-	5.35
A-	-	9.15	-	10.10	C-	-	3.45	-	4.40
B+	-	8.20	-	9.15	D+	-	2.50	-	3.45
B	-	7.25	-	8.20	D	-	1.55	-	2.50
B-	-	6.30	-	7.25	D-	-	0.60	-	1.55
					F	-	0.00	-	0.60

### **Internships and Work-Based Learning Experiences**

Internships and work-based learning provides experiences for students that develop broad, transferable skills. Work-based learning provides students with opportunities to study complex subject matter as well as vital workplace skills in a hands-on, “real-life” environment. Working in teams, solving problems, and meeting employer’s expectations are workplace skills that students learn best through doing and master under the advice of adult mentors.

In order to obtain approval for a work-based learning experience involving a class, a group of students, or an individual student, a proposal must be submitted to the Director’s office for approval. Considerations for individual student proposals will only be approved to begin second semester of the senior year.

### **Student Fees & Fines**

- A. The District does not charge a fee for any materials needed to participate fully in a course of instruction to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction, nor does this exemption apply to any fines that a student may receive for any damage done to school property.
- B. An invoice is mailed periodically throughout the school year to notify parents of their student’s fees. Fees associated with our programs must be paid in full to the front office no later than the end of the first semester each year. There will be NO checks for senior fees accepted after April 1. Junior fees and fines are to be paid in full no later than the end of the school year. **Should payment be made by credit card, please note that ALL applicable financial charges will be applied to the credit card as well.**
- C. Credits toward high school graduation will not be issued to your home school until all fees are paid. These fees include any fees owed to your home school as well as fees accrued at WCCC.
- D. The Career-Technical Certificate of Completion and Career Passport will not be issued until all fees are paid at the WCCC and/or home school.
- E. All books must be returned within one day of student withdrawal or student will be charged for any used/damaged tools, books, etc.
- F. All fee payments are to be made in the front office or through the EZpay system.
- G. Money can be deposited toward a student’s lunch account through the main office, the cafeteria office, or through the EZpay system.
- H. No change will be given for lunch purchases through the Point of Sale system.
- I. Refunds for pre-paid meals will be as follows: 1) Upon graduation or withdrawal from the

district, the student will receive a refund for any amount of the account balance over \$10.00 and the student's fees are paid in full, otherwise the account balance will be applied toward the student's fees; and 2) Junior account balances will carry over to their senior year.

### **Student Insurance**

- A. Each student is expected to provide his/her own insurance coverage against accidents that may occur.
- B. A student may purchase insurance coverage for accidents at school or 24-hour protection through an independent insurance agency. The forms, cost, and requirements are available through the Student Services Office.
- C. **Important:** The **Warren County Career Center** cannot, by law, provide student accident insurance coverage. Costs for emergency and/or medical treatment, resulting from accidents, are the sole responsibilities of the student, parent or guardian.

### **Closing of School**

In the event school will not be in session because of weather conditions, an announcement will be carried on most Cincinnati and Dayton radio and television networks and an automated call will be made to all students with up-to-date phone numbers. In addition, information can be found on the WCCC website at [www.mywccc.com](http://www.mywccc.com). If at all possible, such announcements will be made prior to 7:00 A.M.

### **Career Technical Student Organizations**

- A. All of our students are required to be members of and expected to participate in our various student organizations which will help them develop leadership, scholarship, pride in craftsmanship, and social skills.
- B. There are various career-technical clubs connected with our different training areas.
  - 1. Business Professionals of America
  - 2. Distributive Education Clubs of America
  - 3. Family, Career, and Community Leaders of America
  - 4. F.F.A. (Which includes the Landscaping, Power Systems, and Equine programs)
  - 5. Skills USA VICA (Vocational Industrial Clubs of America)
  - 6. Future Educators of America
- C. In order for a student to be considered for an officer position, he/she must meet the following criteria:
  - 1. No grade below a "C."
  - 2. 95% attendance rate for four quarters.
  - 3. No disciplinary reports requiring student to be suspended.
  - 4. Recommendation by the instructors, administrators, and advisor.

Any student holding an officer's position and who fails to meet the above criteria will be placed on probationary status for the next grading period. If the student does not improve to the required standards, he/she will be removed from the office. Students will not be permitted to exceed one probationary period.
- D. Club sponsored banquets and award ceremonies are encouraged to promote the club and career-technical education.

- E. Each club has the option to schedule one social activity per semester with the approval of the appropriate administrator.
- F. Additional organizations or activities for students are:
  - 1. SADD Chapter
  - 2. Boys/Girls State
  - 3. National Technical Honor Society
  - 4. Principal's List

## **Awards and Certificates**

### Career Passport

A Career Passport (which is a portfolio consisting of competencies achieved, resumes, letter of recommendation and honors achieved) will be prepared for each student who completes a career-technical program.

### Career-Technical Certificates

- 1. In order to receive a Career-Technical Certificate students must have 95% attendance or better for any one or two year program. Remember that the Certificate of Completion that is inserted in the Career Passport is essential for students to be employed by those businesses who normally hire Career Center graduates.
- 2. Earn a "C" average in the career-technical lab and pass all other classes, as computed over two years for the two year programs and computed over one year for one year programs.
- 3. Note: If a student fails his/her career-technical lab class, that student will not receive a Career Passport and may be required to enroll in another career-technical program, per instructor recommendation.

### Exemplary Attendance

A certificate will be issued to a student who has 97% attendance. Note: Five tardies to school are equal to one day of absence.

### Perfect Attendance

A certificate will be issued to a student who has perfect attendance. Perfect attendance means the student has not been absent from school, tardy, had off-grounds passes or had any early dismissals from school. All students exhibiting perfect attendance status will be eligible to participate in the free car drawing at the end of the school year.

### Award of Distinction

The Award of Distinction is given to the top student in each approved course of career-technical education. These students must demonstrate outstanding personal qualifications and show that they have developed a high degree of skill and proficiency in their chosen career-technical field.

### Award of Merit

The Award of Merit is issued by the State Board of Education and will be given to the students who maintain an overall grade point average of 3.5 on a 4.0 scale and above average attendance. These students also participate in co-curricular, extra-curricular or community activities, and demonstrate outstanding citizenship/ character traits.

#### Principal's List

Students who earn straight A's in all subjects will be eligible for the Principal's List. These lists will be published each nine week period and a certificate given.

#### Honor Roll

Juniors and seniors who maintain grades of "B-" or better are eligible for the honor roll. This list will be published each nine-week period and a certificate will be given. Must be a full-time Career Center student.

#### Home School Graduation Ceremonies\*

The requirements are:

1. Obtain all credits required by the student's home school to earn a high school diploma.
2. All school fees paid (both the home school and WCCC).

**\*NOTE:** This actual graduation ceremony is controlled and administered by each home school and should not be confused with the **WCCC Awards Ceremony**.

#### WCCC Awards Ceremony

Students will participate in the ceremony at the discretion of Administrators, along with criteria, which may include:

1. Completion of a Career Passport
2. A cap and gown to wear for this ceremony, even if students are not eligible or have decided not to participate in their home school graduation ceremony.

#### National Technical Honor Society

NTHS is for seniors who have a 3.5 Grade Point Average for three semesters during the two years at WCCC or its satellites. In addition, a student must not have a semester grade that is lower than a "C" at any time. The student must also meet 95% attendance for the two years. In addition, a student must have no credit deficiencies toward obtaining a high school diploma, nor may the student have any out-of-school suspensions. Finally, a student must have the recommendation of his/her instructors. An induction ceremony will be held in February in conjunction with Career-Technical Education Month.

### **Civil Rights Violation Reporting Procedures**

The Warren County Career Center will not deny access to any high school student because of his/her inability to pay fees. The Career Center does, however, reserve the right to not issue a Career Passport or Career-Technical completion Certificate if fees are not paid.

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) guidelines, the Warren County Career Center has dedicated itself to providing equal employment and educational opportunities to all people. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions;; membership in school-sponsored organization, clubs or activities; access to facilities, distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

If any student or parent feels that the district has inadequately applied the principles of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, or the Age Discrimination Act of 1975, she/he may address those issues to:

Kim Gambill  
OCR Compliance Coordinator  
(513) 932-5677, extension 5240 *or*  
1-877-547-5102, extension 5240

## **Family Educational Rights and Privacy Act (FERPA)**

### **Student Records**

Upon request, all records and files included in a student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified personnel must be present to explain any of the test or other materials.

### **Directory Information**

The district designates the following personally identifiable information contained in a student's education records as "directory information."

1. Student's name
2. Student's address
3. Telephone number(s)
4. Student's date and place of birth
5. Participation in officially recognized activities and sports
6. Student's achievement awards and honors
7. Student's weight and height, if a member of an athletic team
8. Major field of study
9. Dates of attendance ("from and to" dates of enrollment)
10. Date of graduation

The above information is provided without prior written permission, except when the request is from a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

ORC 3319.321