



**STUDENT - PARENT  
HANDBOOK  
2020-2021**



# COSHOCTON COUNTY CAREER CENTER

## MISSION STATEMENT

To provide a broad base of knowledge including career choices, technical training, academic, and citizenship skills necessary for young people and adults to enter, compete, and advance in the global workforce as professionals and to continue as self-directed lifelong learners.

## BELIEF STATEMENT

Students are our highest priority. All students are capable of learning and developing a professional work ethic. Individuals are responsible for their decisions and actions. Education requires a partnership among students, staff, parents, educational institutions, business, industry, and community. Teamwork enhances relationships and productivity. Learning must be lifelong.

The Coshocton County Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

### Section 504

Eddie Dovenbarger, Principal, 23640 Airport Road, Coshocton, OH 43812,  
740/622-0211, ext. 1106, [eddie.dovenbarger@coshoctoncareers.org](mailto:eddie.dovenbarger@coshoctoncareers.org)

### Title IX

Eddie Dovenbarger, Principal, 23640 Airport Road, Coshocton, OH 43812,  
740/622-0211, ext. 1106, [eddie.dovenbarger@coshoctoncareers.org](mailto:eddie.dovenbarger@coshoctoncareers.org)

# 2020-2021 STUDENT/PARENT HANDBOOK

COSHOCTON COUNTY CAREER CENTER

23640 Airport Road  
Coshocton, Ohio 43812-9599

Phone: 740-622-0211

Fax: 740-623-4651

Web: <http://www.coshoctoncareers.org>

Superintendent: Mr. Rick Raach  
Principal: Mr. Eddie Dovenbarger  
School Counselors: Miss Chelsey Dupler



This handbook planner belongs to:

Name \_\_\_\_\_

Program \_\_\_\_\_

Member School Districts:  
Coshocton City Schools  
Ridgewood Local Schools  
River View Local Schools

## TABLE OF CONTENTS

4	2020-2021 SCHOOL CALENDAR
<b>5</b>	<b>GENERAL INFORMATION</b>
5	OPERATING PROCEDURES
5	ENROLLMENT STATUS
5	CHANGE OF ADDRESS
5	EMERGENCY MEDICAL FORMS
6	PROOF OF INSURANCE
6	TRANSFER PROCEDURE
6	DISABLED STUDENT EDUCATION/RIGHTS
6	RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT
7	INTERNET COMPUTER SYSTEM USER POLICY
<b>7</b>	<b>ATTENDANCE</b>
7	MISSING AND ABSENT CHILDREN
7	ATTENDANCE
8	LOSS OF DRIVING PRIVILEGES FOR HABITUAL ABSENCES
9	PARENT RELEASE
9	LATE TO SCHOOL
9	TARDY TO CLASS
9	EARLY DISMISSAL
9	COLLEGE VISITATION AND/OR MILITARY PROCESSING
<b>10</b>	<b>PROMOTION</b>
10	GRADING
10	GRADING GUIDELINES
10	HONOR AND MERIT ROLL GUIDELINES
11	REPORT CARDS
11	MAKE UP COURSES VIA A+
11	PROMOTION
11	CAREER TECH CERTIFICATE/CAREER PASSPORT REQUIREMENTS
11	RECORDS
<b>12</b>	<b>GENERAL GUIDELINES</b>
12	DISPLAY OF AFFECTION
12	MOTOR VEHICLES AND PARKING
12	TOBACCO, ALCOHOL, DRUGS AND NARCOTICS
13	WEAPONS
13	CHEATING AND PLAGIARISM
13	STUDENT DRESS CODE
14	GENERAL DRESS REQUIREMENTS
14	REQUIRED PROGRAM DRESS
14	SAFETY AND PROTECTION
15	VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
15	EMERGENCY EVACUATION
15	FIRE AND TORNADO EMERGENCIES
16	ANTI HARASSMENT
24	ILLNESS OR INJURY
24	MEDICATION
24	SCHOOL CLOSINGS FOR INCLEMENT WEATHER
25	VISITORS

**25 DISCIPLINE PROCEDURES**

- 25 RIGHT TO AN EDUCATION
- 25 STUDENT CONDUCT CODE
- 26 AFTER-SCHOOL DETENTION
- 26 IN-SCHOOL DETENTION
- 26 IN-SCHOOL SUSPENSION
- 26 OUT-OF-SCHOOL SUSPENSION
- 27 EXPULSION
- 27 DUE PROCESS
- 28 SUGGESTED PENALTY GUIDELINES

**28 SERVICES**

- 28 CAFETERIA
- 29 FREE AND REDUCED LUNCH PROGRAM
- 29 HELP ME GROW
- 29 GUIDANCE DEPARTMENT
- 29 HOME TUTORING FOR EXTENDED ABSENCE
- 29 LOCKERS
- 29 LOST AND FOUND
- 30 PICTURES
- 30 TELEPHONE CALLS
- 30 TEXTBOOKS
- 30 TESTS (ACT, SAT, ASVAB, PSAT, WebXam, OGT, EOC)
- 30 TEST SECURITY
- 30 SUPPLIES / WORKBOOKS
- 31 WORK PERMITS

**31 MEMBER SCHOOL ACTIVITIES**

**31 CAREER CENTER ACTIVITIES**

- 31 ACTIVITY FEES
- 31 EARLY PLACEMENT
- 32 FIELD TRIPS
- 32 ORGANIZATIONS
- 33 PARTIES AND DANCES
- 33 RECOGNITION PROGRAMS
- 34 COMMUNITY/CHARTER SCHOOLS

**35 NOTIFICATION OF RIGHTS (FERPA)**

- 36 NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

**COSHOCTON COUNTY CAREER CENTER**

**REVISED 2020 - 2021**

August	August						
Teacher work day(s): 17th-21st	S	M	T	W	T	F	S
Classes Begin for Juniors: 24th							1
Classes Begin for All: 25th	2	3	4	5	6	7	8
6	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

September	September						
Labor Day: 7th	S	M	T	W	T	F	S
21			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

October	October						
Teacher Inservice: 2nd	S	M	T	W	T	F	S
County Fair: 5th & 6th					1	2	3
Fall Advisory Meeting: 13th	4	5	6	7	8	9	10
End of 1st 9 weeks: 23rd	11	12	13	14	15	16	17
Parent/Teacher Conferences: 29th & Nov. 2nd	18	19	20	21	22	23	24
19	25	26	27	28	29	30	31

November	November						
Thanksgiving Break: 26th, 27th	S	M	T	W	T	F	S
Teacher In-Service: 30th	1	2	3	4	5	6	7
18	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

December	December						
Christmas Break: 21st-Jan. 1st	S	M	T	W	T	F	S
14			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
78	20	21	22	23	24	25	26
	27	28	29	30	31		

Nine Weeks: October 23rd = 41 day January 8th = 42 days March 19th = 48 days May 25th = 44 days 175 DAYS	<b>Student Instructional Time</b> 175 Days 4 Days (Permitted to Count = 2 P/T Conf. Days & 2 In-Service Days) 179 Total Student Instructional Days
---	---

<b>Teacher Days</b> 185
----------------------------

January	January						
Return to School: 4th	S	M	T	W	T	F	S
End of 2nd 9 weeks: 8th						1	2
Martin Luther King Day: 18th	3	4	5	6	7	8	9
19	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

February	February						
Sophomore Visitation: 11th (S)	S	M	T	W	T	F	S
SPIN Night: 16th (S.D. 23rd)		1	2	3	4	5	6
President's Day: 15th	7	8	9	10	11	12	13
19	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28						

March	March						
End of 3rd 9 weeks: 19th	S	M	T	W	T	F	S
Parent/Teacher Conferences: 25th & 30th		1	2	3	4	5	6
Open House:	7	8	9	10	11	12	13
Teacher Inservice: 31st	14	15	16	17	18	19	20
22	21	22	23	24	25	26	27
	28	29	30	31			

April	April						
Spring Break: 1st & 2nd	S	M	T	W	T	F	S
20					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

May	May						
Awards Ceremony: 20th	S	M	T	W	T	F	S
Last Day of Classes: 25th							1
Teacher Inservice: 26th	2	3	4	5	6	7	8
Memorial Day: 31st	9	10	11	12	13	14	15
17	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

97	<ul style="list-style-type: none"> <li><span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Holiday (No School)</li> <li><span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> P/T Conference Exchange Day (No School)</li> <li><span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Teacher Inservice (No School)</li> <li><span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> End of Nine Weeks</li> <li><span style="background-color: #d8bfd8; border: 1px solid black; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Special Events taking place at CCCC</li> </ul>
----	--

Potential Make-up Days: Feb. 15, May 26, 27, 28, June 1
--

*\*TOTAL HOURS OF INSTRUCTION: 1066.84*

# **GENERAL INFORMATION**

## **OPERATING PROCEDURES**

- The building opens at 7:00 am. Students who arrive at school before 7:50 am must report to and remain in the cafeteria until class time unless written request by a staff member.
- Breakfast is served in the cafeteria for all students at no cost.
- No food or beverage may be taken out of the cafeteria except school breakfast–1<sup>st</sup> period only.
- No unsealed beverage containers may be brought into the building. **(This includes all fast food beverages with lids).** Clear water bottles (not to exceed 20 oz.) with twist-off caps, containing pure water only, may be taken to class for student use.
- Personal electronic devices may not be VISIBLE in classrooms or labs under any circumstances. These electronic devices may ONLY be used in the cafeteria before school, during lunch, or after school. Personal electronic devices include, but are not limited to cell phones, MP3 players, IPODS, cameras, headsets and/or ear buds, etc. Charging personal phones in school is not permitted.
- The opening bell rings at 7:50 am. All students report to homeroom class before the 8:00 am bell.
- All side entrances are locked at 8:15 am. Anyone arriving after 8:15 am must use the front entrance.
- Students are to exit the building at 2:20 pm unless supervised by a teacher or serving detention.
- Coshocton County Career Center operates on a closed lunch period. Food may not be ordered for delivery to the school. Students may not have food brought into them from a fast food restaurant, etc.
- Students may leave school property only with authorization from the Front Office/Guidance Office and must sign out with blue slip.
- Students attending the Coshocton County Career Center will follow the Career Center school calendar. (Even during exam times.)
- Students will be informed of upcoming events at Member Schools through postings on Member School bulletin boards and morning announcements.

## **ENROLLMENT STATUS**

The primary mission of the Coshocton County Career Center is to prepare students for a career; therefore, students must maintain "continuous" enrollment in a full-time career-tech lab to be considered a Career Center student. Students who fail to maintain continuous enrollment status are listed as inactive and transferred back to their Member School.

## **CHANGE OF ADDRESS**

A change of name, address, telephone number, or parent/guardian address should be reported to the Front Office and Guidance Office immediately. Forms are available in the Guidance Office for a student moving or leaving the school district or for open enrollment.

## **EMERGENCY MEDICAL FORMS**

As indicated by the Ohio Revised Code, an emergency medical form for each student must be on file in the Guidance Office by the end of the first week of school. Failure to comply with this request will result in a student being excluded from activities in lab. It is the responsibility of the parent/guardian to assure that the forms are up to date with current information. **All contact names** must be listed giving authorization for medical/school decisions. Only those names listed will be used for student contacts/permission.

## **PROOF OF INSURANCE**

Some programs require medical and/or liability insurance in order to participate in program activities.

## **TRANSFER PROCEDURE**

Students who desire to return to the Member School at the beginning of the school year must contact the Career Center School Counselor within the first ten (10) days of school. When a student transfers back to the Member School at the end of the first semester, semester averages for yearlong courses are provided to the Member School. The Member School, per local school policy, makes decisions concerning the assignment of credit for work completed in yearlong courses. Students are not permitted to attend the Member School until officially withdrawn from the Career Center. Students wanting to transfer, change programs, or withdraw from the Career Center should see the CCCC School Counselor in person with a parent or guardian.

## **DISABLED STUDENT EDUCATION/RIGHTS**

Coshocton County Joint Vocational School District does not discriminate against any student because of physical, mental, or emotional disability in accordance with Board of Education Policy. The Career Center is in compliance with the Federal Handicapped Law No. 94-142, which includes mandates for building accessibility. Disabled students are subject to the same rules outlined for all students in the Student Code of Conduct.

## **RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT**

The following is a description of the rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of the decisions made by the District.

You have the right to:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition.
- Have the District advise you of your rights under Federal law.
- Receive notice with respect to identification, evaluation or placement of your child.
- Have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- Have your child receive special education and related services if s/he is found to be eligible under the Education of the Handicapped Act (PL 94-142) or Section 504 of the Rehabilitation Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement options.
- Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the District.
- Have your child provided an equal opportunity to participate in co-curricular and extra curricular activities offered by the District.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program and placement.



- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to records.
- Receive from the District a response to reasonable requests for explanations and interpretations of your child's records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
- Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests are made to the Principal.
- Ask for the payment of reasonable attorney fees if you are successful on your claim.
- File a grievance.

The District employee who is responsible for ensuring that the District complies with Section 504 is Principal Eddie Dovenbarger, Coshocton County Career Center, 23640 Airport Road, Coshocton, Ohio 43812. Phone: 740-622-0211.

### **INTERNET COMPUTER SYSTEM USER POLICY**

The Coshocton County Career Center provides access to the Internet for use by students and staff for the educational purpose of research and electronic mail communications. No person is permitted to use the system until filing a Career Center Computer System User Form with the Technology Coordinator in the computer lab signed by parent/guardian annually.

## **ATTENDANCE**

### **MISSING AND ABSENT CHILDREN**

It is the interest of the Coshocton County Joint Vocational School District School Board of Education to cooperate with local, state, and national efforts to decrease the number of missing children. The following is essential to aid in these efforts: A parent/guardian must notify the school by phone, prior to 8:30 am on the day a student is to be absent unless previous notification is given in writing from the parent/guardian. Failure to comply requires the school to contact the parent or guardian. (Note: we have voice mail 24 hours a day)

### **ATTENDANCE**

The compulsory attendance laws of Ohio are quite clear in describing the importance of daily school attendance. Under the law, students must attend school daily. Students who miss more than 30 hours per semester, excused or unexcused will be required to make up hours through our attendance intervention program (Thursday school). The only reasons for **excused** absences are:

1. Personal illness
2. A death/funeral in the family
3. The observance of a religious holiday
4. Severe illness in the immediate family requiring student attention as verified by physician documentation
5. Court appearance/jury duty (Documentation required)

Absence from school for any reason other than those listed above is not acceptable and is classified as **unexcused** absence from school and subject to loss of credit for the day and possible legal action. All absences, excused or unexcused, will count towards all hours missed.

Absence from class and/or school for any portion of the day without the knowledge and consent of the parents and/or school officials is considered truancy. A student who is absent from school must bring a written excuse from parent/guardian to the Front Office upon returning to school. This excuse must certify the reason for the absence, the dates of the absence, and be signed by the parent/guardian. If phone contact was made with the parent/guardian on the day of the absence a note may not be necessary upon return. Otherwise, the absence is recorded as unexcused. After 24 hours of unexcused absences, the school will notify the Coshocton County Juvenile Court in compliance with county guidelines. Subsequent unexcused absences will result in further court action.

All absences excused and unexcused, except the first out-of-school suspension count in determining loss of credit for the year. An exception, considered on an individual basis, **MAY** be made for chronic or acute illness of a serious nature verified by a written statement from the attending physician. The physician statement is required in the Front Office within one week of the student returning to school. The statement should include the date(s) of absence, reason for the absence, and a statement that the student was unable to be in school on the date(s) in question. All absences, including doctor, subtract from career-tech hours earned. When student reaches 30 hours / semester of absence for any reason they must serve one Thursday school (if not served then one day supervised in school detention or two lunch time detentions with no cell phone use).

**Absences in excess of 100 hours per year may result in a loss of credit for the year.** Cases will be evaluated on an individual basis for extenuating medical circumstances. Attendance records transfer with students to the Career Center from previous schools.

A student whose absence is excused is permitted to make up missed work, including lab work. It is the responsibility of the parent/guardian and student to arrange for making up work, and completing assignments missed because of absences. A student will receive one make-up day for each day of absence. Any work not made up is graded as zero (0) and included in the nine-week evaluation.

### **LOSS OF DRIVING PRIVILEGES FOR HABITUAL ABSENCES**

When the Superintendent receives information that a student of compulsory school age has been absent **without legitimate excuse** for more than 60 consecutive hours, or a total of at least 90 hours in any term or semester, the following procedure applies:

1. The Superintendent notifies, in writing, the student and his/her parent(s), guardian, or custodian, and states that information regarding the student's absences has been provided to the Superintendent, and as a result of that information, the student's driving privileges will be denied. Such notification states that the student and his/her parent(s), guardian, or custodian, may appear before the Superintendent/designee to challenge the information provided to the Superintendent.
2. The notice from the Superintendent to the student must include the scheduled time, place, and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place, and date.
3. At the hearing, before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to:

- A. enrollment in another school or school district in Ohio or another state
  - B. possession of an age and schooling certificate
  - C. bodily or mental condition that prohibits attendance; or
  - D. participation in a home instruction program.
4. If a habitually absent student does not appear at a hearing before the Superintendent/designee, or if the student does not convince the Superintendent/designee that the absences were legitimate, the Superintendent must notify the Registrar of Motor Vehicles and the juvenile judge. Such notification must be given to the Registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing. Notification to the Registrar of Motor Vehicles and the county judge must comply with Ohio and federal laws.

### **PARENT RELEASE**

Parents may request, in writing, a student's release from school for family situations in advance of the day(s) to be absent from school; this will be given consideration by the administration on a case-by-case basis. The Career Center permits one excused situation at the family's discretion during the school term for an excused family absence; which does count toward the total missed hours of our attendance policy.

### **LATE TO SCHOOL**

A student who is late to school must report to the Front Office to receive an admit slip. A student who arrives at school after 8:00 am is counted late. Every five (5) unexcused absences equal one Thursday school. Excessive absences may result in loss of school driving privileges.

### **TARDY TO CLASS**

A student is tardy to class if s/he is not in the classroom or assigned area when the bell rings signaling the beginning of class. Teachers receiving a tardy student to their classes are to record the student as being tardy and will assign detentions or special work. The office will not provide admit slips for students tardy to class periods 2-8.

A student who is detained by a faculty member will have a hall pass signed by the teacher for admission to the student's next class. This student is not counted as tardy. A student with excessive tardies between classes is required to have a conference with an administrator to determine the disciplinary action to be taken.

### **EARLY DISMISSAL**

Only an administrator or designee has the authority to dismiss a student early or issue a special excuse. The administrator or designee has the right to call to confirm and verify early dismissal or special excuse information and give final approval. A student with school approval for early dismissal must sign out in the Front Office before leaving the building and sign in at the office if returning to school the same day. Students who become ill while at school must report to the Guidance Office. Parent(s) or guardian(s) are contacted before a student is permitted to leave the building regardless of student's age. This includes all students, 18 and older, unless emancipated. Calls should be made through office staff only.

### **COLLEGE VISITATION AND/OR MILITARY PROCESSING**

Seniors are permitted up to three college or technical school visits and/or military processing days that will be counted as an excused absence **if they make arrangements through the Guidance Office at least one week prior to the visit.** An additional day may be granted as an excused

absence above the three if necessary. The student must complete and return a signed college visitation form in cooperation with the School Counselor. Junior students will be granted one college visitation with prior approval. Students are encouraged to utilize ½ day visitations when applicable. All visitation days are subject to students' grades and attendance and completion of the permission form.

## PROMOTION

### GRADING

Grades earned at the Career Center will reflect student performance in a variety of areas: skill, development, safety, class citizenship, attendance, and attitude. Grades indicate the progress a student is making in a course.

Grades on the grade card are posted in letter form using this scale:

A 90-100%	B 80-89%	C 70-79%	D 60-69%	F 0-59%
-----------	----------	----------	----------	---------

### GRADING GUIDELINES

The school year is divided into four grading periods of approximately nine weeks each. Grades are computed as follows:

- Students are assigned grades at the completion of each nine-week period.
- An incomplete grade may be issued to a student by the Guidance Office to complete assigned work for an extended excused absence during the nine weeks grading period. Make-up work must be completed within 5 days of the end of the grading period. Any outstanding assignments after this deadline become an F (0) and are averaged accordingly into the grading period.
- Upon the recommendation of the School Counselor, the Administrator will review any unusual or extended absence situations where an accident, severe illness, doctor's care, hospitalization, or other problem occurs and decide if consideration will be given relative to determining a schedule for make up work.
- Incomplete grades are not given the fourth nine-week grading period.
- Semester grades are determined by averaging the two nine-week grades for year-long courses; and for a semester long course, grades are determined by averaging the two nine-week grades and the end-of-course exam/final exam.
- Yearly grades are determined by averaging the four nine-week grades and the end-of-course exam/final exam. Grades will have the following value: four nine-week grades equal 4/5, and the end-of-course exam equals 1/5. Semester courses will consist of two (2) nine weeks and a semester exam, the nine weeks will count as 40% each and the exam will count for 20%, students must pass two of the three possible grades to pass the course.
- Students must have at least a 60% yearly average to pass a class. **Students cannot fail all four grading periods; students must pass either the fourth nine weeks OR the final exam to pass a course for the year.**

### HONOR AND MERIT ROLL GUIDELINES

To achieve nine weeks honor roll status a student must have a grade point average of 3.50 - 4.00 based on all classes, and cannot earn any grade below a C. To achieve nine weeks merit roll status a student must have a grade point average of 3.00 - 3.49 based on all classes (including home school courses), and cannot earn any grade below a C. Any incomplete grades will preclude honor/merit roll

recognition. Honor/merit roll names are sent to local newspapers for recognition.

## **REPORT CARDS**

Report cards are issued four times each school year. Grades, attendance and teacher comments are shown on each report card. A master copy of each student's report card is kept in the cumulative record. First and third nine weeks grade cards are given to parent at the fall and spring parent-teacher conferences. All other grade cards are mailed home. Parents and guardians are encouraged to contact the School Counselor with questions regarding the report card. At the beginning of the school year parents will be mailed an access code allowing them to view their student's work on our on-line grade book called Progress Book/Grade Book which is linked to the school website.

## **MAKE UP COURSES VIA A+**

A+ Internet courses are designed to teach subjects to fit a variety of learning styles and needs of students. A wide selection of subjects are offered. Completion of these courses should be ongoing throughout each grading period. All coursework must be completed by the first part of May. This option is only available for credit recovery classes.

## **PROMOTION**

A student is promoted into the second year of a career-tech program upon successful completion of the first year. **Promotion is denied as a result of any of the following:** Failing any part of the career-tech program (Lab/Related) courses or excessive absences.

Any student failing two or more credits will need to see the counselor to develop a plan of action for the following year.

## **CAREER-TECH CERTIFICATE / CAREER PASSPORT REQUIREMENTS**

These standards must be met to receive a Career-tech Certificate and participate in the annual senior passport ceremony:

1. Meet all graduation course requirements at the home high school (this does not include EOC tests).
2. Pass all parts of the career-tech program (lab and related) by established deadline.
3. Pass all academic classes and electives (may retake and obtain a passing grade and qualify) by established deadline.
4. Attain occupational competencies as determined by the career-tech instructor(s).
5. Meet established attendance regulations.

The Coshocton County Joint Vocational School District Board of Education issues **Career Passports**, including a career-tech certificate. This professional portfolio contains formal documents that identify and describe marketable skills. The **Passport** is a tool utilized in any situation that calls for a resume or a concise description of an individual's skills and abilities. The Passport is provided at the end of the senior year for program completers.

## **RECORDS**

- Each student's records are kept in a confidential file.
- Parents/guardians of students under 18, or a student 18 years of age, may submit a written request to the administration for access to inspect the permanent record.
- The School Counselor must be present during the inspection to interpret any item.

- If the parent, guardian, or adult student requests a change or addition to the permanent record, a hearing may be requested with the Superintendent or designated representative. The parent, guardian, or adult student may file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or the District's compliance with the Federal Privacy Act.
- A copy of the Board of Education's Policy and the accompanying district regulations is available at the Coshocton County Joint Vocational School District Superintendent's Office.

## **GENERAL GUIDELINES**

### **DISPLAY OF AFFECTION**

Display of affection in the building and on school grounds is limited to hand holding. Kissing or close physical contact is not permitted at school.

### **MOTOR VEHICLES AND PARKING**

- All students who drive motor vehicles to and from school while school is in session shall have a complete and accurate vehicle registration form on file in the Criminal Justice Program office by the end of September (or when driving privileges start if after September).
- Registration is required for each motor vehicle a student may drive to and from school. Students must report any change in vehicle registration information. Parking registration forms are obtained from the Criminal Justice teacher or designee.
  1. General student parking is in the west lot.
  2. The two rows of parking spaces closest to Hopewell School are Hopewell School property and Career Center parking is prohibited.
- Students shall observe all state, local, and school regulations.
  1. The speed limit on school property is 15 miles per hour.
  2. Students are not permitted to use or possess tobacco in any form. This includes the school parking lot, vehicles, and driveway.
- Upon arriving at school, students must remove keys from ignition, lock and secure their vehicles, and immediately enter the school building.
- Once arriving to school, students cannot leave campus without staff authorization.
- Students must have written staff authorization and sign out at the Front Office to return to their vehicles during the day.
- Students who have authorization to leave the school grounds are to leave immediately. At the end of the school day, student vehicles may not leave the parking lot until the school buses have left the entrance area. They may not cross in front of the Career Center or exit through the Hopewell School drive.
- Driving privileges may be suspended for driving violations on and off school grounds.
- All vehicles registered and unregistered on Career Center property are subject to search by faculty, staff, and sheriff authorities when there is reasonable suspicion.
- The local law enforcement agency and CCCC will cooperate in the enforcement of all regulations.

### **TOBACCO, ALCOHOLIC BEVERAGES, DRUGS AND NARCOTICS**

A student shall not possess, use, transmit, conceal, or be under the influence of any of the above mentioned. This includes counterfeits and look-alikes, as well as, any E-cig, Vape or Juul materials. Violation of this policy requires the school to report the student to the proper authorities.

## **WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

- A. items pre-approved by the Building Director/Principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to any staff member. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy [5610](#), and Policy 5610.01.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

## **CHEATING AND PLAGIARISM**

Any student involved in cheating (giving or receiving) will receive an automatic "zero" on the work involved and the parents/guardian may be notified. Plagiarizing on school assignments is considered the same as cheating.

## **STUDENT DRESS CODE**

CCCC strives to provide the most work-like environment for career-tech learning to take place. In order to accomplish this, a student dress code is enforced that promotes improved health, safety, and classroom decorum. All clothing and hairstyles must be neat, clean and styled in a manner that is not disruptive to the learning process.

## GENERAL DRESS REQUIREMENTS

Students are not permitted to wear headgear anywhere in the building, except in labs where headgear is required for safety or part of the lab uniform. This includes: hats, bandannas, dew-rags, knit caps, hoodies, etc.

Students are not permitted to wear sunglasses anywhere in the building.

Students are not permitted to wear inappropriate clothing or accessories. This includes any items with:

- obscene, objectionable, offensive, or profane language/slogans
- sexually suggestive topics, pictures, images, words, or slogans
- pictures or words representing or relating to alcohol, tobacco, or drugs
- any expression or picture deemed unacceptable by any administration.

Clothing styled so that the body is covered from the shoulders to the knees is required with no skin visible.

Jeans may have holes as long as no skin and/or undergarments are visible from the neck to the knee, no excessive holes and none in inappropriate areas of the body.

All tops (t-shirts, blouses, and dresses) must have sleeves.

- Tank tops, muscle shirts, spaghetti-strap, off-the-shoulder tops are not permitted.

The waistband of a student's slacks, jeans, pants, skirts or other similar type clothing must be worn above the hips. Exposed underwear is not acceptable.

- Skirt, shorts or dress length must be within 2 inches of the knee or longer.
- Pajama-style clothes are not permitted.

Shoes are required at all times for all students.

**ANY CLOTHING OR ACCESSORY ITEM JUDGED INAPPROPRIATE OR UNACCEPTABLE BY ANY ADMINISTRATION MUST BE CHANGED, REMOVED, OR COVERED IMMEDIATELY. THE STUDENT DRESS CODE APPLIES TO ALL STUDENTS (FULL OR PART-TIME) WHILE ON THE CCCC CAMPUS.**

## REQUIRED PROGRAM DRESS

In most CTE programs students are required to wear specified uniforms during laboratory class time.

- The style and construction of shoes shall be appropriate to the program in which the student is enrolled and the activity in which the student is participating.
- All students must conform to Occupational Safety and Health Act (OSHA) safety and dress standards.
- Hairstyles must be of a nature that they do not create a safety hazard.
- Some labs may prohibit jewelry for safety reasons.
- Some programs may have more specific dress code guidelines in lab/related.

## SAFETY AND PROTECTION

Students are to learn and work in a safe environment. Students are required to follow the safety rules and regulations of each classroom, shop, laboratory or job station. Students are evaluated on safety instructional units and must demonstrate safe practices and procedures before being allowed to participate in the instructional program. Students who violate safety rules and regulations are subject to the school discipline code and may be removed from the instructional program.

Students are to exhibit safe behaviors throughout the school property. Students must purchase, rent, or furnish their own protective clothes for courses requiring these items.

Teachers will provide further information. Students may operate a school or customer vehicle after the student has been instructed in the proper operation, safety and care of the vehicle. The teacher's permission and supervision is required during operation.



## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings). The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the Building Director/Principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The Building Director/Principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Administration is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

## **EMERGENCY EVACUATION**

In the event the CCCC needs to evacuate our building for serious events, we will notify parents and the general public via the robo call system, our school website, and/or on local media sources.

## **FIRE AND TORNADO EMERGENCIES**

Principals are required to conduct drills or rapid dismissals at least nine times during the school year. The State of Ohio requires that each school have an average of one fire drill per month. Instructions regarding the evacuation of the building are posted in each classroom. Teacher instructions are to be followed. Talking during the drill is not permitted. Tornado drills are held as needed in March, April and May. School Safety drills must be conducted at least three times annually.

## **ANTI-HARASSMENT**

### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

### **Definitions**

#### **Bullying**

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

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

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

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

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

## **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

## **Reports and Complaints of Harassing Conduct**

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Director/Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director/Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Director/Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Director/Principal informed of the status of the Policy 1662 investigation and provide him/her with a copy of the resulting written report.

## **Anti-Harassment Compliance Officers**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Rick Raach, Superintendent  
(740) 622-0211  
23640 Airport Road  
Coshocton, OH 43812  
[rick.raach@coshoctoncareers.org](mailto:rick.raach@coshoctoncareers.org)

Tammy Hess, Treasurer  
(740) 622-0211  
23640 Airport Road  
Coshocton, OH 43812  
[tammy.hess@coshoctoncareers.org](mailto:tammy.hess@coshoctoncareers.org)

The titles and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third

parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Investigation and Complaint Procedure**

Any employee or other member of the School District community or third party (e.g., visitor to the District) who believes that s/he has been subjected to unlawful harassment or retaliation may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation, was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights, the Ohio Civil Rights Commission ("OCRC") or Equal Employment Opportunity Commission ("EEOC").

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or third

party who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee, any other adult member of the School District community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) directly to one of the Compliance Officers; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

## **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Director/Principal, the Compliance Officer, Superintendent, or other District employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Director/Principal, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Director/Principal will not conduct an investigation unless directed to do so by the Superintendent.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.



Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment

investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

### **ILLNESS OR INJURY**

A Health Room is located in the Guidance area. Students who are ill or injured are referred to the Guidance Secretary or the Front Office. Parents or guardians are notified and advised of the student's condition by the Guidance or Front Office staff. It is the school's prerogative to decide if medical attention may include emergency treatment by health authorities. (Students should never make these calls themselves.) Emergency services are called if indicated. Parents or guardians are called if such action takes place. Any expenses incurred in medical treatment are the responsibility of the parent or guardian. Accident reports are documented in the Guidance Office.

The sick room is available to a student for one period only; then the student must return to class or contact a parent to leave school due to illness. A student reporting to the sick room must have written permission from an instructor. Excessive use of the sick room may result in student being denied access on future visits.

### **MEDICATION**

If a student is required to take any medicine while in school, the student must provide written permission and instructions from the physician to the Guidance Office. Students should bring the medication dosage for one day unless other arrangements are made with the School Counselor. All medication, including over-the-counter medication, must be in the original container and stored in the Guidance Office and have written permission from guardian for school officials to dispense. School personnel may refuse to permit a student to take any medication during school hours unless the procedure is followed. Staff members are not permitted to dispense unauthorized medication.

### **SCHOOL CLOSINGS FOR INCLEMENT WEATHER**

The Career Center will only use a 2-hour delay when all three home schools are on a 2-hour delay or a combination of delays and closures, or at the Superintendent's discretion. On days when the Career Center is on a 2-hour delay, all students should arrive at the Career Center before 10:00 a.m.

If your high school is in session and provides transportation, either ride the bus to the high school and remain at the high school until the CCCC is open and the school provides bussing or provide your own transportation at the new start time.

The following schedule will then be observed for morning classes:

10:00 - 10:15	1 <sup>st</sup> Period - Homeroom
10:17 - 10:32	2 <sup>nd</sup> Period
10:34 - 10:49	3 <sup>rd</sup> Period
10:50 - 11:20	4 <sup>th</sup> Period
11:21 - 11:51	5 <sup>th</sup> Period - Resume regular daily schedule

The Career Center will close if two of the three schools in the county close due to inclement weather, unless the Career Center is already in session. The Career Center may remain open for school at the discretion of the administrator. If one school in the county is closed, students from that school are encouraged to attend the Career Center if possible. Parents or guardians should use sound judgment concerning the student's attendance at the Career Center that day. Listen to the local radio station for notification of cancellation of school for the Career Center. (WTNS, WKLM, WHIZ) If weather cancels Career Center activities (such as Sophomore Visitation Day) Career Center students may be expected to attend school as normally scheduled for that day.

## **VISITORS**

Parents, guardians, civic and business groups are welcome to visit the school whenever they can. Due to the need for special safety precautions and conditions in lab areas, visits by school-age boys and girls not enrolled at the Career Center are not permitted during school hours, unless on a school-sponsored tour. Students wishing to bring visitors must obtain permission of the office prior to the visit. Arrangements for student groups are made through the Guidance Office. All visitors must enter by the front door of the building and must sign in at the Front Office. Visitors may be required to wear a visitor's tag.

## **DISCIPLINE PROCEDURES**

### **RIGHT TO AN EDUCATION**

Ohio law establishes the right of every Ohio resident between the ages of six and twentyone to a free public education. Regardless of race, color, creed, or gender, all are entitled to equal opportunities to obtain an education conforming to minimum standards prescribed by the State Board of Education.

The courts have also held that each student in the Ohio public school system has the responsibility to act in such a way as not to interfere with the rights of others in the same educational opportunities. A student may forfeit his/her rights when his/her conduct is such that it substantially disrupts and therefore deprives others of their rights.

Students at the Career Center must remember that they are enrolled in two schools -- the Career Center and their Member School. While at the Career Center, they are subject to the codes of conduct of both schools during all school-related activities.

### **STUDENT CONDUCT CODE: RIGHTS AND RESPONSIBILITIES**

Students attend Coshocton County Joint Vocational School District under the direction of state law with full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak,

or behave as young citizens with a large scope of options. This code, published in accordance with Ohio Revised Code 3313.661, specifies the school's expectations.

The Board of Education hereby establishes the following as reasonable, necessary, and just regulations for maintaining proper order in the school. Violation of one or more of the regulations will result in disciplinary action including detention, suspension, and/or expulsion. The regulations are used as a guide by all students and do not itemize all acts of misconduct that may result in penalties.

### **AFTER-SCHOOL DETENTION**

Detention before or after regular school hours is assigned to a student by a teacher or an administrator in an effort to change behavior. Detention is held on Monday through Friday from 7:00 am to 7:50 am and 2:20 pm to 3:00 pm in the Front Office. Detention is to be served within one week of its assignment. Students are to sign-in with the Front Office when reporting to detention. Students are to bring homework or study materials to be used while serving detention. Tasks may be assigned to students who do not bring appropriate study materials to detention. Failure to serve assigned detentions may result in additional detentions or suspension. Only the person assigning a detention may remove or change the detention.

Detention is assigned for, but not limited to, the following:

- |                                |              |                       |
|--------------------------------|--------------|-----------------------|
| - being in hall without a pass | - disrespect | - plagiarism          |
| - not prepared for class       | - misconduct | - cheating            |
| - class disruption             | - running    | - inappropriate dress |
| - public display of affection  | - loitering  | - tardy to class      |
| - no safety glasses            | - horseplay  | - forgery             |
| - gambling                     | - profanity  |                       |

### **IN-SCHOOL DETENTION**

In-school detention is assigned to a student by an administrator. During in-school detention the student will do schoolwork assigned by a teacher. The student will receive credit for the day's assignments completed while serving the in-school detention. **No electronic devices should be used during in-school detention.**

### **IN-SCHOOL SUSPENSION**

In-school suspension is the removal of the student from the school schedule by an administrator. The student is given regular classroom/career-tech assignments or other alternative assignments as deemed necessary. During in-school suspension, the student will receive credit for the schoolwork completed while serving the in-school suspension.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is assigned at the discretion of the administration and is the removal of the student from all school activities for a maximum of (10) school days. During the first out-of-school suspension, the student will receive credit for the schoolwork completed while serving the out-of-school suspension if the work is submitted on the assigned due dates, either by mail, or by parent, or by the suspended student after 2:30 pm. Quizzes and tests may be made up after school on quiz/test days. Parents or guardians are required to have a conversation with administration prior to the suspended student's return to school.

Suspension from either the Member School or the Career Center is applicable to the other. Suspension is assigned for, but not limited to, the following:

- abusive language
- assault/fighting or rioting
- bomb threat
- dangerous instruments/lasers
- dangerous weapon violation
- dress code violation
- driving or parking violation
- failure to comply with directions
- false fire alarm
- forgery
- immoral acts
- property damage
- repeated violations
- safety violations
- theft
- truancy
- use/possession of counterfeit drug
- use/possession of drugs
- use/possession of tobacco product
- use/possession/under influence of alcohol

## **EXPULSION**

Expulsion is the removal of the student from all school activities for a maximum of eighty (80) days. A student who brings and/or possesses a firearm, other explosive device, or knife on school grounds or at school-related activities may be expelled from school for a period of one year. The Superintendent may reduce this requirement on a case-by-case basis. The expulsion shall extend, as necessary, into the school year following the school year in which the incident takes place. Expulsion from either the Member School or the Career Center is applicable to the other. If the student is under 18, expulsion may result in the suspension of driver's license (Ohio Revised Code requirement).

## **DUE PROCESS**

All students are subject to the same rules and procedures. Due process may include, but is not limited to, notification of charges, conference with those involved in the incident, decision on the facts, and an appeals process described below.

Students who believe that their rights have been violated on the basis of sex, physical disability, or for any other reason through the action taken by school authorities, shall have the right to appeal. The student's parent/guardian shall make the appeal. Coshocton County Joint Vocational School District policy for the appeal process is to begin with the level of authority directly over the person involved in the alleged violation.

In most cases, the appeal steps are as follows:

1. Meeting with the Principal
2. Meeting with the Superintendent
3. Meeting with Board of Education
4. Court Hearing

Note: Students at the Career Center are treated with respect and dignity and expected to treat others the same. Career Center faculty determines the rules and expectations and students who "fail to comply" will be dealt with accordingly. Students will be treated as young adults and receive adult privileges as long as they behave as such. The primary focus for our faculty is to develop students into productive citizens for the workforce.

## SUGGESTED PENALTY GUIDELINES

VIOLATION	FIRST	SECOND	THIRD
Abusive Language	1-3 days suspension	4-6 days suspension	7-10 days suspension
Dress Code Violations	1-3 days suspension	4-6 days suspension	7-10 days suspension
Failure to Comply	1-3 days suspension	4-6 days suspension	7-10 days suspension
Forgery	1-3 days suspension	4-6 days suspension	7-10 days suspension
Harassment/Bullying	1-3 days suspension	4-6 days suspension	7-10 days suspension
Property Damage	1-3 days suspension	4-6 days suspension	7-10 days suspension
Repeated/Habitual Violations	1-3 days suspension	4-6 days suspension	7-10 days suspension
Safety Violations	1-3 days suspension	4-6 days suspension	7-10 days suspension
Student Demonstration	1-3 days suspension	4-6 days suspension	7-10 days suspension
Tobacco Use/Possession (including E-Cig items or Paraphernalia)	1-3 days suspension	4-6 days suspension with minors ticketed	7-10 days suspension with minors ticketed
Truancy	1-3 days suspension	4-6 days suspension	7-10 days suspension
Vehicle, Driving or Parking Lot Violations	1st Offense: Warning. 2nd Offense: 1-5 days loss of driving privileges. 3rd Offense: 6-10 days loss of driving privileges. Further infractions may result in NO driving privileges.		
Alcohol/Drugs/Counterfeits Use/Possession/Paraphernalia	Suspension/Expulsion		
Assault of School Employee	Suspension/Expulsion		
Bomb Threat	Suspension/Expulsion		
False Fire Alarm	Suspension/Expulsion		
Immoral Acts	Suspension/Expulsion		
Other Inappropriate Behavior	Suspension/Expulsion		
Theft	Suspension/Expulsion		
Threatening/Fighting	Suspension/Expulsion		
Dangerous Weapons	Expulsion		
Sexting	Suspension/Expulsion		
Texting	Automatic zero for the day (including tests/quizzes) and subject to penalties of using cell phone.		
Use of Cell Phones	1st Offense: 30-minute detention. 2nd Offense: 60-minute detention. 3rd Offense: 90-minute detention. All subsequent violations will add an additional 30-minute detention to the 90 minutes.		

## SERVICES

### CAFETERIA

The Career Center operates on a closed lunch, serving two periods.

- Each student is assigned a lunch period.
- Lunch may be purchased from the school or brought from home to eat in the cafeteria.
- Food may not be ordered for delivery to the school nor may students have food brought into them from a fast food restaurant, etc.
- Students are not permitted to take food outside on the patio area.
- **The cafeteria is the only area where food and beverages may be consumed.**
- **Students cannot remove food or beverages from the cafeteria at any time.**

Courtesy and common-sense dictate behavior in the cafeteria. Be considerate of others.

- Use the right hallway to enter the lunch line. Keep your place in line (no ditching).
- Dispose of waste and leftovers properly and return all dishes/trays to dish room before leaving the cafeteria.
- Spills and other messes should be cleaned up immediately by the student.
- Tables should not be moved. Chairs should be returned to tables if moved.

Students are to stay in the cafeteria during their lunch period.

- They may use the restroom if needed with appropriate approval.
- They may go to the outside patio area if weather permits.
- **Students must receive permission and a hall pass from a cafeteria monitor prior to leaving the cafeteria for any other reason.**

Cafeteria monitors have the authority to assign detention or make referrals to the administrator.

### **FREE AND REDUCED LUNCH PROGRAM**

The Career Center participates in the Federal Government's free and reduced lunch program. Information is available in the Front Office for students who are eligible to participate. Regardless of financial status, all students must complete a program form. Breakfast is provided at no cost to all students. Students will be permitted to receive free/reduced lunch for the first two weeks of school or until application is processed if they were approved the previous school year.

### **HELP ME GROW**

Help Me Grow is a home visiting program which serves teens during pregnancy through three years old. It is available through Coshocton D.D. The phone number is (740) 622-2032. A counselor from this program will be available to students on as needed basis.

### **GUIDANCE DEPARTMENT**

The Career Center provides a comprehensive guidance and counseling center. The Guidance Office is located near the Commons Area. Information is available on many topics including careers, apprenticeships, Armed Services, further education, financial aid, and counseling. Students may use the Guidance Office on a walk-in basis, by a pass from an instructor, or by making an appointment with the School Counselor or Guidance Secretary. The Counselor will assist students in contacting Member School counselors.

### **HOME TUTORING FOR EXTENDED ABSENCE**

Students with prolonged illnesses, under a doctor's care, may receive homework assignments by calling the Guidance Office. Contact the School Counselor immediately if home instruction is needed.

### **LOCKERS**

All lockers are the property of the Coshocton County Joint Vocational School District. Unannounced locker searches are made periodically throughout the school year. K-9 units may be utilized during searches.

Lockers have built-in combination locks. Students are assigned lockers and receive the combination the first week of school. It is the student's responsibility to keep the locker clean and in good order at all times. Combinations are not to be shared with classmates. Students use only the locker assigned to them. You are responsible for your locker and its content.

### **LOST AND FOUND**

All found articles are to be brought to the Front Office. The school is not responsible for replacement of any items lost or stolen. Unclaimed items will be donated/disposed of at end of year.

## **PICTURES**

Professional school pictures for Career Center students are taken at the beginning of the school year. These pictures are used by the Career Center for various purposes including school records and the yearbook. Picture packages can be purchased from the photographer on a pre-payment basis. Photo day information will be distributed to the students prior to the event. Inquiries regarding picture orders should be referred to the photographer. Additional photos are taken throughout the school year by various staff members during various activities and may be used in the yearbook or other publications.

## **TELEPHONE CALLS**

Students are permitted to use the school telephones only in emergency situations with staff permission. Student phone calls should be made from the Front/Guidance Offices.

## **TEXTBOOKS**

Most students will have several textbooks issued to them for use with their various classes. These textbooks are the property of the Career Center and are simply on loan to the student for the school year. The student is financially responsible for any textbooks issued to them. Minor damage to textbooks will result in fines. Any textbooks with major damage that prevents further classroom use or textbooks permanently lost will result in the student being charged the full current replacement cost for each book. Be sure to keep all valuable items, including school materials, secured at all times and never unattended - you will be assuming all risk for lost or stolen items.

## **TESTS (ACT, SAT, ASVAB, PSAT, WebXam, WorkKeys, EOC)**

The Guidance Office will provide information to any student on ACT (American College Test), SAT (Scholastic Aptitude Test), or the ASVAB (Armed Services Vocational Aptitude Battery). Students are excused for the PSAT, given at the Member Schools. The ACT and SAT test are given on Saturday. Results of the test are included in your permanent records at the Coshocton County Career Center and your Member School. Standardized tests required by the state (WorkKeys, EOC and WebXam) are administered at the Career Center.

## **TEST SECURITY**

No person shall release or cause to be released or reproduce any secure test materials through any means. No unauthorized person is permitted in a testing room during any testing session or permitted access to any secure test materials at any time such materials are in the district.

Alleged test security violations are reported to the Principal. The Principal shall investigate alleged test security violations and report findings to the Superintendent. An individual accused of committing a test security violation is apprised of the alleged violation in writing and afforded due process. Individuals will have three (3) working days to appeal the findings of the Principal. Appeals are made to the Superintendent. The Superintendent shall render a decision regarding such appeals within two (2) working days from the date of the appeals hearing.

Security violations by students may result in, but are not limited to, invalidating one or more students' complete answer sheets, invalidating answers in one or more test areas of a student's answer sheet, imposing the school discipline code for cheating, which may include detention, suspension, or expulsion.

## **SUPPLIES/WORKBOOKS**

Many programs at the Career Center require that the student have some specific tools or supplies. A tool/supply list is provided at the beginning of each school year. The career-tech student has the



following options in regard to supplies and workbooks:

1. Payment for workbooks/supplies will need to be made within the school year until balance is paid in full. The Student Activity Fee of \$25 must be paid at the beginning of the school year.
2. No student will be denied any program due to financial reasons.
3. Students are encouraged to secure insurance, if they so desire, to cover loss, theft, or damages for any tools that are owned, rented, or being purchased by them. The school is not responsible for lost or stolen tools, equipment, textbooks, etc.
4. All students in the shop areas will be required to have safety glasses. In most areas it will be necessary for the student to purchase a workbook. Safety glasses may be purchased at school throughout the school year.
5. Student Payments – Fees may be paid in the Treasurer's Office or online through the *Payschools Central* link located on the school's website. Students may apply money to their lunch account through the *Payschools Central* link or by cash/check.

## **WORK PERMITS**

Student application for Work Permits is made at the Member Schools.

## **MEMBER SCHOOL ACTIVITIES**

Students are encouraged to participate in Member School activities. The Member School conducts commencement exercises. Students are notified as to where and when to order caps, gowns and other graduation materials. Students are encouraged to attend senior activities.

Career Center students are dismissed for their Member School activities when dismissals are arranged in advance cooperatively between the Member School Principal and Career Center Administration. The Member School Principal may request that students be allowed to attend a Member School activity. On these special occasions, students wishing to attend the activity will sign out in the Front Office. A list is provided to the Member School to take attendance. Students are reminded that they must follow Member School rules and regulations when attending a Member School activity.

## **CAREER CENTER ACTIVITIES**

### **ACTIVITY FEES**

All students attending the Career Center are required to pay a \$25 activity fee at the beginning of the school year. This fee covers membership expenses associated with clubs and organizations that the student is involved in at the Career Center. This fee is separate from any home school fees which students are required to pay. Delayed payment of this fee may result in the student being excluded from scheduled club meetings, activities, and field trips. This fee is non-refundable and not part of the free lunch waiver process.

### **EARLY PLACEMENT**

The philosophy of Early Placement is to provide for the placement of senior students in jobs related to their field of study as an extension of their educational process. Placement is conducted during the senior year and is designed to help the student make the adjustment from school to work. This is not a co-op program, but a part of the school's total educational program. The student is excused from

the lab or shop portion of the school day for employment. The early placement job position is obtained through the efforts of school personnel, the student, or a cooperating employer.

To qualify for early placement at the beginning of the senior year, a student must:

- . Be employed in an occupation related to his/her program.
- . Have maintained at least 95% attendance at the Career Center
- . Have maintained at least a B average at the Career Center
- . Receive the recommendation of his/her career-tech teacher

In order to qualify for early placement, the second semester of the year, a student must:

- . Be employed in an occupation related to his/her program
- . Have maintained at least 90% attendance at the Career Center
- . Have maintained at least a C grade average at the Career Center
- . Receive the recommendation of his/her career-tech teacher

Failure to maintain the qualifications for early placement privileges, may result in the student being removed from the job station and returned back to the day-school program. Transportation to and from job stations is the responsibility of the student's family.

## **FIELD TRIPS**

Field trips are considered appropriate extensions of the classroom. Bus or van transportation is provided for all school trips when practical. All students participating in school-sponsored activities away from the school shall ride school transportation when provided. Driving by individual students on field trips is discouraged and any variation requires approval by the Superintendent. Students participating in field trips are subject to the policies outlined in the student handbook. Field Trip Permission and Medical forms must be completed and signed by a parent or guardian in order for a student to participate in a field trip. Students not attending school-sponsored field trips will receive a grade of "0" for the day. Teachers may use a yearly permission slip for community service activities that occur during normal school hours within the State of Ohio.

## **ORGANIZATIONS**

Student organizations at the Career Center offer a wide variety of experiences for members. These groups usually meet during school. However, some evening and weekend activities are scheduled. Each organization has faculty advisors and all events are chaperoned. All students, as an integral part of their program, become members of one of the following:

- **Business Professionals of America (BPA)** is the nation's leading CTSO (Career Technical Student Organization) providing students and members with invaluable skill development and the opportunity to make personal connections. Students that join Business Professionals of America have the opportunity to further their knowledge and prepare for a career in today's fast paced business environments. BPA offers an assortment of engaging learning tracks that will strengthen their core understanding and lay the foundation for the next steps in their lives. BPA helps students develop leadership, scholarship, character, citizenship, and work ethics. The local chapter provides yearlong activities beneficial to individual students, the school, and the community. Some activities include career days; leadership conferences; local, state and national skill competitions; speakers from business and industry; community service; and social activities. Career Skills Investigation students are eligible to join this organization.
- **Skills USA:** Civic, educational, and social activities foster personal development, a respect for

the dignity of work, and democratic action. Students have the opportunity to develop their fullest potential in leadership, citizenship, and character through participation in contests, officer elections, community service, leadership conferences, and other similar activities. Auto Technology, Construction Technology, Metal Fabrication, Cosmetology, Criminal Justice, Electronics, Health Technology and Network Information and Computer Systems students are members of this group.

- **Future Farmers of America (FFA):** The National FFA Organization is dedicated to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth and career success through agricultural education. The FFA motto gives members twelve short words to live by as they experience the opportunities in the organization; Learning to Do, Doing to Learn, Earning to Live, Living to Serve. All Natural Resource students are eligible to join this organization.
- **Family, Career and Community Leaders of America (FCCLA):** This national organization provides an opportunity for students in the Culinary Arts and Early Childhood Education programs to participate in a wide variety of civic, leadership, and skill area development activities. Public service is stressed as students experience the joy of “giving back” to their Coshocton County community.
- **National Technical Honor Society:** Coshocton County Career Center students are eligible for membership based on scholarship, attendance, character, professional ethics, citizenship, service, and leadership. The purposes of the organization are to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal-setting; to promote a stronger link between local technical institutions and business and industry; and to promote the positive image of technical education in America. Eligibility requirements for membership in the National Technical Honor Society are as follows:
  1. Must be a junior or a senior in a career-tech program at the Coshocton County Career Center.
  2. Must have been in attendance at the Coshocton County Career Center for one semester.
  3. First year students must have a cumulative grade point average of 3.30 or higher.
  4. Second year students must have a cumulative grade point average of 3.00 or higher.
  5. Must have 95% attendance or better.
  6. Students must maintain an "A" average on their report cards for the career-tech program lab and/or related courses.
- **Student Council:** This Career Center organization is designed to give students a knowledge of democracy in its real meaning; to establish higher standards of character, conduct, leadership, scholarship, and school spirit; to bring about better cooperation between students and staff; and to promote the general welfare of the student body.

## **PARTIES AND DANCES**

Parties and dances are sometimes scheduled by program instructors, academic teachers, or club advisors. When guests are permitted, the student must arrange permission in advance with the activity sponsor and administrator. All school rules remain in effect.

## **RECOGNITION PROGRAMS**

The senior recognition ceremony is held at the end of the school year. Students must have successfully completed all career-tech and academic requirements and met all financial obligations to participate. This activity is equivalent to graduation ceremonies held in the Member School district and proper dress is required. Students will receive Career Passports at this time. Many students will receive recognition for scholarship, attendance, and participation in school activities. Seniors are encouraged to participate, and parents/guardians are invited to attend. A junior recognition program is also held at the end of the year. Juniors are recognized in such areas as academic achievement and attendance.

## **COMMUNITY/CHARTER SCHOOLS**

The Coshocton County Career Center will accept students from Community/Charter or Private schools as Junior or Senior students if the sending school has provided the Career Center with proper documentation that the student has completed two years of their high school curriculum in good standing and the application and transcript are verified to be complete.

The student will graduate from the sending school and be eligible for a Career Center Passport in their career-tech program area if they meet the requirement established by the Career Center's course of study as set by the Ohio Department of Education, Division of Career Adult and Technical Education.

## **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

**1. The right to inspect and review the student's education records within 45 days of the District's receipt of a request for access.** Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.** Parents or eligible students may ask the Coshocton County Joint Vocational School District ("the District") to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including, but not limited to, health, medical, and law enforcement personnel); a person serving on the District's Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

## **NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

TO: Parents/Guardians  
FROM: Rick Raach, Superintendent  
DATE: August 1, 2020

The Family Educational Rights and Privacy Act (FERPA) requires each school district to provide parents and eligible students annual notification of the types of personally identifiable information that the school district has designated as directory information. The Coshocton County Joint Vocational School District has designated the following information regarding students as directory information:

- Name
- Address
- Telephone Number
- Electronic Mail Address
- Photograph
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Grade Level
- Enrollment Status
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Date of Graduation
- Degrees, Honors, and Awards Received
- The Most Recent Educational Agency or Institution Attended
- Any Other Information that would not Generally be Considered Harmful or an Invasion of Privacy if Disclosed

Directory information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult student, i.e., for publication in the local newspaper of the honor roll or information about student athletes; including such information in a student directory; or displaying such information on the District's website.

The District will also release the name, address, and telephone number of a secondary student to military recruiters and institutions of higher education that request the information unless the parent or student direct the District not to release the information. You are permitted to prohibit the release of all of the information, or to only permit a portion of the information to be released.

\*\*\*Parents of students and adult students have the right, however, to refuse to permit the disclosure of any or all of the above information to third parties. Therefore, if you sign and return the "Refusal to Release Directory Information" form for your child, the District is not permitted to give out the directory information listed above, except where the school system is permitted by law to do so. This means that the School District cannot give information, without your written, dated and signed consent, about your child to any of the following or place information regarding your child on or in any of the following\*:

newspaper  
yearbook  
school website  
perfect attendance list  
student directories  
scholarship information  
recommendation letters  
class lists  
awards  
class picture

club pictures  
class t-shirts  
parents' night  
honor roll lists  
graduation program  
invitations  
student awards (month, subject area)  
student projects on display in the building  
birthdays posted with student names

\*Please note that the above list cites examples and is not all inclusive.\*\*\*

Any parent or adult student refusing to have any or all of the designated directory information disclosed must provide written notification to this effect by filling out the form online.

In the event a refusal is not filed, the District will deem that neither the parent of a student nor an adult student objects to the release of the directory information designated.

\* \* \* \* \*