



Ashland County-West Holmes  
**CAREER**  
C E N T E R JVSD

**2022-2023**

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## **INTRODUCTION TO THE STUDENT/ PARENT HANDBOOK**

**NOTE: Rules and Regulations of this handbook are subject to change due to a Public Health Emergency. Special guidelines may be put in place to ensure a safe environment for staff and students. All Students are expected to follow safety guidelines for the safety of all in attendance at the Career Center. Guidelines will be provided to and communicated with parents/guardians and students.**

### **ACADEMIC INTEGRITY**

Faculty members are expected to give complete supervision during tests and examinations. Observed cases of cheating on a test, homework assignment or any teacher assigned task will result in a zero for that activity and submission of a report to the principal, where further disciplinary action may be taken. Repeated acts of cheating may result in the loss of credit for the course.

### **ADULT STUDENTS**

Students who are eighteen years of age or older at the Career Center are still considered under the jurisdiction of their parents. Students who wish to be considered an “adult student” must return a completed “Rights and Responsibilities” form signed by both the student and parent to the High School Office which states who may receive information concerning the student.

### **CAREER ADVISING**

This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be updated at least once every two (2) years. The policy shall be made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District, and shall be posted on the District web site.

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

The District’s Career Advising Plan shall include:

Grade-level examples that link students’ schoolwork to one (1) or more career field.

Career advising to students in grades 10-12, which includes age- appropriate activities and also includes creating and maintaining a Student Success Plan.

Additional interventions and career advising for students who are identified as at risk of dropping out of school.

Training for employees on how to advise students on career pathways, including training on advising students using the tools available in OhioMeansJobs K-12.

Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.

Information on courses that can award students both traditional academic and career-technical credit.

Documentation on career advising provided for review by the student, student’s parent, guardian or custodian, and schools the student may attend in the future.

The supports necessary for students to have successful transitions from high school to their postsecondary destinations, including interventions and services for students in need of remediation in mathematics and English language arts.

### **CREDIT RECOVERY**

In the event that a student is deficient in at least one credit that he/she needs for graduation, the Career Center will assist in the credit recovery process by attempting to schedule them into the class during the school day. In the event that this is not possible, the student will be given the opportunity to complete the course(s) in an online format. If a student is scheduled during the school day in a class for credit recovery and chooses to complete the course online, then the student will be required to pay the fee for the online course. Students who are unable to be scheduled for a credit recovery course during the regular school day may be assigned to an equivalent course online. Students who fail to successfully complete an online credit recovery course in which they were registered will be assigned a failing grade on their report card. The fee is approximately \$100 per course.

### **DETENTIONS**

Detentions are a method used to correct inappropriate student behavior. Students should report to detention on time, work on school assignments, and be quiet during detention. Students will be required to surrender their personal electronics devices, such as cellular telephones/tablets/earbuds, to the detention monitor while completing detention time. While school-issued chromebooks do not need to be surrendered, the detention monitor reserves the right to require the surrendering of any electronic device that is not being used to

complete school assignments during detention time. Students will be required to serve their entire detention time within the five (5) school days immediately following the detention's issuance. Failure to complete the entire detention time assigned within this period will result in further disciplinary action.

Detentions are typically to be served from 8:00 AM – 8:30 AM in the In-School Detention room or during a student's assigned Lunch Period. Before 8:00 AM a student may complete detention time in Room A-11 (AYUDAME). A student may complete detention time immediately after school hours by reporting to the High School Office.

### **ID BADGES**

Career Center students were issued a photo ID badge prior to attending classes this year. Students are **REQUIRED** to visibly wear their badge at all times at waist level or above unless class safety procedures prohibit them from doing so. Students who fail to meet this requirement are subject to disciplinary action. Lost or damaged ID badges will be replaced for \$5.00 each. Parents/guardians will be notified each time a student is charged this fee. Students who "forget" their badge may be issued a temporary badge for use that day and they will be expected to return the temporary badge to the Technology Department no earlier than five minutes prior to the end of their school day. Students may not alter the badges in any manner. These alterations include – but are not limited to – drawings, stickers and pins. Students who alter their badges will be required to purchase a new badge at their own expense. Students who violate any portion of this policy are subject to disciplinary action as well as any applicable fees.

Students returning to the Career Center next year will NOT be issued a new ID upon returning to school. Students will be expected to have their badge when they attend classes and will also be given the opportunity to leave it at the Career Center over the summer.

### **INFOhio CORE COLLECTION OF ELECTRONIC RESOURCES**

Career Center students have access to the INFOhio Core Collection of Electronic Resources that includes many essential online reference tools. More detailed information about the many resources available may be found in the Career Center library. The website is [www.INFOhio.org](http://www.INFOhio.org) Username for the INFOhio Electronic Resources is: **career**. The password is: **education**. To ensure that the username/password works with all resources, please use lower case. See Mrs. Mickley in Room A-11 for additional assistance.

### **TITLE IX / NONDISCRIMINATION**

#### **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

<https://go.boarddocs.com/oh/acwhcc/Board.nsf/Public?open&id=policies#>

Policy #2260

#### **SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

<https://go.boarddocs.com/oh/acwhcc/Board.nsf/Public?open&id=policies#>

Policy #2260.01

### **TITLE IX AND SECTION 504 COORDINATOR**

It is the policy of the Ashland County-West Holmes Joint Vocational School District Board of Education not to discriminate on the basis of gender, disability, race, color, creed, religion, age, sexual orientation, ancestry, national origin or marital status in education activities, programs, services, and employment. Individuals who feel they have a complaint regarding discrimination may contact the District Title IX coordinator, Ms. Hall, at (419) 289-3313 or (800) 686-3313, ext. 2246. Information about Title IX is posted in the Main Office and the policy itself is below.

### **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

Policy #2266

#### **Introduction**

The Board of Education of the Ashland County-West Holmes Joint Vocational School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

### Coverage

This policy applies to Sexual Harassment that occurs within the District's education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District's education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the District's education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee.

### Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Sexual Harassment:** "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

"Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of Incest and Statutory Rape. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

- 1. *Rape* is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- 2. Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- 3. Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
- 4. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

5. Incest is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
6. Statutory Rape is nonforcible sexual intercourse with a person who is under the statutory age of consent as defined by State law.
7. Consent refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
8. Incapacitated refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

D. “Domestic violence” includes felony or misdemeanor crimes of violence committed by:

1. a current or former spouse or intimate partner of the victim;
2. a person with whom the victim shares a child in common;
3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
5. any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

E. “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

F. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

**Complainant:** “Complainant” means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

**Respondent:** “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

**Formal Complaint:** “Formal Complaint” means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the District investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint with the District, a Complainant must be participating in or attempting to participate in the District’s education program or activity. A “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or a party to the Formal Complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**Actual Knowledge:** “Actual knowledge” means notice of Sexual Harassment or allegations of Sexual Harassment to the District’s Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. “Notice” includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent.

**Supportive Measures:** “Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter Sexual Harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), referral to Employee Assistance Program and other similar measures.

**Education Program or Activity:** “Education program or activity” refers to all operations of the District, including but not limited to in-person and online educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes locations, events and circumstances that take place off-school property/grounds over which the Board exercises substantial control over both the Respondent and the context in which the sexual Harassment occurs.

**School District community:** “School District community” refers to students and Board employees (i.e., 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.

**Third Parties:** “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 District property).

**Inculpatory Evidence:** “Inculpatory evidence” is evidence that tends to establish a Respondent’s responsibility for alleged Sexual Harassment.

**Exculpatory Evidence:** “Exculpatory evidence” is evidence that tends to clear or excuse a Respondent from allegations of Sexual Harassment.

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

**Eligible Student:** “Eligible Student” means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

### **Title IX Coordinator(s)**

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Nancy Hall  
Ashland County-West Holmes Joint Vocational School District  
419-289-3313  
1783 St. Rt. 60, Ashland, Ohio  
44805 halln@acwhcc.org

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of the Ashland County-West Holmes Joint Vocational School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner.

The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Nancy Hall

Ashland County-West Holmes Joint Vocational School  
District 419-289-3313  
1783 St. Rt. 60, Ashland, Ohio  
44805 [halln@acwhcc.org](mailto:halln@acwhcc.org)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/oh/acwhcc/Board.nsf/Public?open&id=policies#> The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinator's(s') contact information – including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

### **Grievance Process and Procedures**

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity.

Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

### **Report of Sexual Discrimination/Harassment**

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Students, Board members, and Board employees are required, and other members of the School District community, and Third Parties) are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with various vendors, contractors, and other Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or Third Party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or Third Party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies and/or administrative guidelines, the applicable Student Code of Conduct, applicable collective bargaining agreement, and/or Employee/Administrator Handbook.

Because the Board is considered to have actual knowledge of Sexual Harassment or allegations of Sexual Harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of Sexual Harassment or allegations of Sexual Harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or Sexual Harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibilities pursuant to R.C. 2151.412 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of Sexual Harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of Sexual Harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days of the Title IX Coordinator's receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under 18 years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

**Emergency Removal:** Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Student, Policy 5610.03 – Emergency Removal of Students, and Policy 5611 – Due Process Rights.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

## **Formal Complaint of Sexual Harassment**

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a Formal Complaint involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the Complainant should submit the Formal Complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process and procedures with respect to that Formal Complaint.

When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its Grievance Process and Procedures, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

### **Timeline**

The District will seek to conclude the grievance process, including resolving any appeals, within sixty (60) days of receipt of the Formal Complaint.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or accommodation of disabilities. The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process.

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board’s grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:
  1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
  3. inform the parties of any provision in the Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

## **Dismissal of a Formal Complaint**

The District shall investigate the allegations in a Formal Complaint, unless the conduct alleged in the Formal Complaint:

- A. would not constitute Sexual Harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one of the preceding circumstances exists, the Title IX Coordinator shall dismiss the Formal Complaint. If the Title IX Coordinator dismisses the Formal Complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator may dismiss a Formal Complaint, or any allegations therein, if at any time during the investigation.

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If the Title IX Coordinator dismisses a Formal Complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

## **Consolidation of Formal Complaints**

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

## **Informal Resolution Process**

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a Formal Complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and

C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur have stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

### **Investigation of a Formal Complaint of Sexual Harassment**

In conducting the investigation of a Formal Complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is(are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an Eligible Student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

Board Policy 2461 – Recording of District Meetings Involving Students and/or Parents controls whether a person is allowed to audio record or video record any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the District does not intend to rely in

reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

### **Determination of Responsibility**

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

**Determination regarding responsibility:** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;
- B. a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence;
- C. findings of fact supporting the determination;
- D. conclusions regarding the application of the applicable code of conduct to the facts;
- E. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s), and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. the procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The following disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. Informal Discipline
  1. writing assignments;
  2. changing of seating or location;

3. pre-school, lunchtime, after-school detention;
4. in-school discipline;
5. Saturday school;

#### B. Formal Discipline

1. suspension of bus riding/transportation privileges;
2. removal from co-curricular and/or extra-curricular activity(ies), including athletics;
3. emergency removal;
4. suspension for up to ten (10) school days;
5. expulsion for up to eighty (80) school days or the number of school days remaining in a semester, whichever is greater;
6. expulsion for up to one (1) year;
7. permanent exclusion; and
8. any other sanction authorized by the Student Code of Conduct.

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5600 – Student Discipline, Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students, Policy 5601.01 – Permanent Exclusion of Nondisabled Students, Policy 5610.02 – In-School Discipline, Policy 5610.03 – Emergency Removal of Students, Policy 5610.04 – Suspension of Bus Riding/Transportation Privileges, Policy 5610.05 – Prohibition from Extra-Curricular Activities, and Policy 5611 – Due Process Rights. Discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

The following disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. written reprimands;
- C. performance improvement plan;
- D. required counseling;
- E. required training or education;
- F. demotion;
- G. suspension with pay;
- H. suspension without pay;
- I. termination, and any other sanction authorized by any applicable Employee/Administrator Handbook and/or collective bargaining agreement.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant collective bargaining agreement.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. suspension or termination/cancellation of the Board's contract with the Third Party vendor or contractor;
- C. mandatory monitoring of the Third Party while on school property and/or while working/interacting with students;
- D. restriction/prohibition on the Third Party's ability to be on school property; and
- E. any combination of the same.

If the decision-maker(s) determines the Third Party Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the Superintendent will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances.

The District's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

The Title IX Coordinator is responsible for effective implementation of any remedies.

## **Appeal**

Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.
- D. The recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the Sexual Harassment).

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

Nothing herein shall prevent the Superintendent from implementing appropriate remedies, however, excluding disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The appealing party's written statement must be submitted within 5 days after the Title IX Coordinator receives notice of the appeal. The other party's written statement must be submitted within 5 days after the Title IX Coordinator provides that party a copy of the appealing party's written statement.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker(s)' determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within 5 days of when the parties' written statements were submitted.

The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent.

### **Retaliation**

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of Sexual Harassment, filing a Formal Complaint, or participating in an investigation is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **Confidentiality**

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

### **Application of the First Amendment**

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution and the principles of academic freedom as set forth in the applicable collective bargaining agreement. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

### **Training**

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of Sexual Harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;
- C. how to conduct an investigation and implement the grievance process appeals and informal resolution processes, as applicable; and
- D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

### **Recordkeeping**

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records:

- A. each Sexual Harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity
- B. any appeal and the result therefrom
- C. any informal resolution and the result therefrom, and
- D. all materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website.

## Outside Appointments, Dual Appointments, and Delegations

The Board retains discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains discretion to appoint two or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation may be rescinded by the Superintendent at any time.

## Discretion in Application

The Board retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the Board retains discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

## HIGH SCHOOLS THAT WORK

The Career Center is a High Schools That Work site. High Schools That Work is a national school improvement model that stresses 10 key practices. The Career Center has chosen to focus on four of those practices – high expectations, vocational studies, academic studies and extra help – in its efforts to improve.

### I. DAILY SCHEDULES: NOTE: The school day will start at 8:17 am beginning the 2022-23 school year

Regular Schedule			Communications Day			Two-Hour Delay			Extended Staff Meeting/Home Room		
<u>Per.</u>	<u>Start</u>	<u>End</u>	<u>Per.</u>	<u>Start</u>	<u>End</u>	<u>Per.</u>	<u>Start</u>	<u>End</u>	<u>Per.</u>	<u>Start</u>	<u>End</u>
1	8:17	9:10	Att.	8:17	8:30	1	10:17	10:50	Mtg.	8:17	8:54
2	9:13	9:53	Comm.	8:32	8:42	2	10:53	11:13	1	8:54	9:30
3	9:56	10:36	Club	8:44	9:14	3	11:16	11:36	2	9:33	10:09
4A	10:39	11:08	1	9:17	9:49	4A	11:39	12:08	3	10:12	10:48
4B	11:11	11:20	2	9:52	10:24	4B	12:11	12:20	4A	10:51	11:20
5A	11:23	11:52	3	10:27	10:59	5A	12:23	12:52	4B	11:23	11:32
5B	11:55	12:04	4A	11:02	11:31	5B	12:55	1:04	5A	11:35	12:04
6	12:07	12:36	4B	11:34	11:43	6	1:07	1:36	5B	12:07	12:16
7	12:39	1:19	5A	11:46	12:15	7	1:39	1:59	6	12:19	12:48
8	1:22	2:02	5B	12:18	12:27	8	2:02	2:22	7	12:51	1:27
9	2:05	2:45	6	12:30	12:59	9	2:25	2:45	8	1:30	2:06
			7	1:02	1:34				9	2:09	2:45
			8	1:37	2:09						
			9	2:12	2:45						

**ACWHCC STUDENTS FOLLOW THE CALENDAR BELOW.  
STUDENTS WILL FOLLOW THEIR ASSOCIATE SCHOOL SCHEDULE FOR ALL WEATHER-RELATED CLOSINGS  
OR DELAYS**

**II. 2022-2023 ACWHCC SCHOOL YEAR CALENDAR**

Th./Fri.	Aug. 18/19	Staff In-Service 8:00 AM–3:00 PM	Mon.	Jan. 16	Dr. Martin L. King Jr. Birthday – No School
Thurs..	Aug. 18	New Student/Parent Orientation, 6:00 PM	Tues.	Feb. 14	Student Deficiency Reports
Mon.	Aug. 22	First Day for Students	Mon..	Feb. 20	Presidents’ Day - No School
			Fri.	Mar. 10	End of 3 <sup>rd</sup> Grading Period
Mon.	Sept. 5	Labor Day – No School			
Mon.	Sept. 19	Student Deficiency Reports	Thur.	Mar. 16	Parent Teacher’s Conferences 3:00-9:00 PM
Fri.	Oct. 14	Student Remote Day - Staff PD	Fri.	Mar. 17	Parent/Teacher Conf. Day – No School
Thurs.	Oct. 20	Parent/Teacher Conferences 3:00-9:00 PM	April 3 - 7		Spring Recess – No School
Fri.	Oct. 21	Parent/Teacher Conf. Day – No School	Mon.	Apr. 10	No School (Professional Dev. Day)
			Mon.	Apr 24	Student Deficiency Reports
Fri.	Oct. 21	End of 1 <sup>st</sup> Grading Period	Thurs	May 4	Meet the Teacher 6:00 PM
Fri..	Nov. 18	Student Deficiency Reports	Fri.	May 19	Senior Farewell Assembly 10:00 AM
Nov. 23 - 25		Thanksgiving Recess – No School	Thur.	May 25	End of 4 <sup>th</sup> Grading Pd, - Students’ Last Day
Dec. 22 – Jan. 2		Winter Recess - No School			
Fri.	Jan. 6	End of 2 <sup>nd</sup> Grading Period	Fri.	May 26	Last Day for Teachers/In-service

**III. GRADING PERIODS**

August 22 – October 21	44
October 24 – January 6	44
January 9 – March 10	43
March 13 – May 25	49
Total Days	180

**Calamity Makeup Days**

Feb. 20, May 26, 30, 31, June 1

**IV. ATTENDANCE AND TARDINESS**

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Please use this link to view H.B. 410:

<https://education.ohio.gov/getattachment/Topics/Chronic-Absenteeism/House-Bill-410-FAQ.pdf.aspx?lang=en-US>.

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students’ attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

The table below demonstrates the differences between Habitual Truancy, Excessive Absences and Chronic Absenteeism:

	Consecutive Hours	Hours per School Month	Hours per School Year
Habitual Truancy	30 hours without legitimate excuse	42 hours without legitimate excuse	72 hours without legitimate excuse
Excessive Absences		38 hours with or without legitimate excuse	65 hours with or without legitimate excuse
Chronic Absenteeism			10% of the hours with or without legitimate excuse.

Students are expected to attend, to be on time, and to actively participate in classroom/laboratory activities each school day. Employers look for workers with a strong work ethic.

A parent/guardian must call the attendance office at (419) 289-3313 or 1-(800) 686-3313 extension 2206 by 9:00 a.m. of the day a student is absent. (This requirement does not apply to pre-arranged absences made through the attendance office.) If notification is not received, the attendance office will contact the parent/guardian by either telephone, text, or email.

#### A. STUDENT ATTENDANCE POLICY

1. Students will attend classes at the Career Center even if their associate schools are not in session with the exception of weather-related cancellations or delays.
2. A day for make-up credit will be granted for each day of excused absence. Due to the nature of lab activities, time lost to absenteeism will typically be ineligible for make-up credit.
3. Excessive unexcused absenteeism may result in a student's loss of credit for course work completed within each semester.
4. A student wishing to appeal an attendance credit loss issue must do so in writing to the Principal within five (5) school days of the end of the semester in question.
5. Students entering school up to one and one-half (1½) hours after the start of the school day will be considered tardy. Consequences for tardiness vary depending on frequency of tardiness and how late a student enters the school building. For more information, see Section F "Tardiness" on page 7. Tardiness time counts toward a student's total absence time for the school year.
6. Students maintaining perfect attendance for each grading period will receive special recognition and a certificate. Perfect attendance means no absences and no tardies.

#### B. EXCUSED (LEGITIMATE) ABSENCES

1. A student may be excused from school for the following reasons:
  - a. Personal illness, but not illness in the family unless approved by the Principal or his designee.
  - b. Quarantine of the student's home.
  - c. Death in the immediate family of the student.
  - d. Observance of a bona-fide religious holiday.
  - e. Emergency and/or extenuating circumstances which require an absence and are approved by the Principal or designee.
  - f. Required court appearances that are approved by the Principal or designee.Prearranged absences are unexcused if a student has exceeded the five days/28.75 hours per semester maximum, unless approved by the principal.
2. A maximum of five (5) days/28.75 hours *per semester* may be excused with a parental note. Absences beyond that amount will require an official verification, in writing, of absence as determined by the Principal or designee to be eligible to be excused. A signature beyond the parents, such as an attending physician, will be required. No absence or tardiness will be excused once five (5) school days have elapsed from the first day of the student's return to school.
3. Any student who wishes to be absent from school at a future date must obtain a **REQUEST TO BE ABSENT** form from the attendance office and complete the following:
  - a. All required signatures must be complete and the form returned three (3) school days prior to the first day of requested absence.
  - b. Each request will be subject to administrative review for authenticity/validity.
  - c. College - technical school visits will be limited to two (2) school days for the junior year and two (2) school days for the senior year.
  - d. The request to be absent under these guidelines is a privilege and therefore may be denied.
4. Absences that exceed the limitations described above will be recorded as unexcused.

#### C. UNEXCUSED ABSENCES

Unexcused absences are subject to disciplinary action.

#### D. TRUANCY (zero tolerance)

Truancy is a type of unexcused absence whereby the student is absent without previous knowledge or permission of the parent(s), guardian(s), or legal custodian(s). Acts of truancy are subject to greater disciplinary consequences than unexcused absences beginning with the **first** offense. An unexcused absence may be recorded as truancy following administrative review of the facts of the absence.

#### E. RETURNING AFTER ABSENCE

1. Upon returning to school a student needs to present a legitimate note to the attendance office that includes the student's full name, day(s) and date(s) of absence, reason for absence, parent signature, and date of return or have a parent phone the attendance office. No absence or tardiness will be excused once five (5) school days have elapsed from the first day of the student's return to school.
2. Students eighteen (18) years or older, residing with a parent/guardian, will be expected to meet the conditions of number one (1) above.
3. Students eighteen (18) years or older with a completed "Rights and Responsibilities" form on file in the High School Office will be expected to meet the conditions of number (1) above but may sign in place of their parent/guardian.

## **F. TARDINESS**

1. A student tardy to school is to report directly to the Welcome Desk to sign in and receive a tardy slip to class.
2. Any student who reports to school after the school day has begun will be considered tardy. A parental/guardian/doctor's note will be required to establish an excused tardy. Tardies of a questionable nature will be subject to administrative review.
  - a. Disciplinary action will be taken upon a student's third and subsequent unexcused tardies for each semester.
  - b. Students that arrive one and one-half (1½) hours or more after the school day begins are considered to be a half-day absent.
3. A student tardy to class or assigned area will be subject to disciplinary consequences of the receiving teacher and/or the administration.

## **G. EXTENDED ILLNESS**

Schoolwork will be provided to students on a weekly basis for authorized leave from school. The student is responsible to pick up assignments and turn in assignments to the appropriate teacher upon returning to school. No further assignments will be given without the previous weeks' assignments turned in. Assignments may not be accepted if guidelines are not followed.

## **H. LATE BUS PROCEDURES**

If a bus arrives late, the affected students must report to the Welcome Desk for a late bus pass. Affected students will not be considered tardy.

## **I. PERMISSION TO LEAVE THE BUILDING DURING THE SCHOOL DAY**

Permission to leave the building during the school day will be granted by only the Principal or Principal's designee.

1. In all cases parent/guardian permission will be required.
2. A note presented the same day a student is expecting to be released must be presented before the start of school to be accepted. All notes presented will be subject to verification.
3. Students are required to sign-out at the Welcome Desk before leaving including cooperative and early placement students.

## **J. ILLNESS DURING THE DAY**

1. If a student becomes ill during the day, the student must report directly to the Principal's Secretary.
2. Upon the decision of the Principal's Secretary, an ill student may be required to remain in the clinic for up to one class period before being returned to class or being released to go home. Students in the clinic will be required to surrender ALL electronic devices for the duration of their time in the clinic.
3. A parent/guardian will be contacted by the Main Office any time a student reports to the office due to illness.
4. Excessive use of the clinic will require administrative permission to leave school. A doctor's written permission to be released may be required for all future occurrences.

## **V. STUDENT CODE OF CONDUCT**

### **A. STUDENT BEHAVIOR**

All students enrolled in the Career Center are expected to follow all school rules. Each student will be held accountable for his/her behavior. Inappropriate behavior will be subject to disciplinary standards applied consistent with district policy and the Ohio Revised Code.

### **B. DUE PROCESS**

The Ashland County-West Holmes Joint Vocational School District Board of Education recognizes the right of due process for each student.

### **C. JURISDICTION**

The rules set forth in the Student Handbook shall be applicable to all enrolled Career Center students and student behaviors, which take place:

1. On school premises.
2. At all school sponsored activities, whether on or off-campus.
3. In or on district-owned vehicles, whether on campus, in transit, or off campus.
4. In or on privately owned vehicles whether on campus, en-route to school, departing from school, or in transit for a purpose associated with a school activity.
5. Off-campus and affect or endanger students and/or staff members of associate school districts.
6. Misconduct by a student that occurs off of school property but is connected to activities or incidents that occurred on property owned or controlled by the District.

Student behavior that is determined to endanger the health, safety, or well-being of another individual while under the jurisdiction of the Ashland County-West Holmes Joint Vocational School District will be subject to all applicable disciplinary and statutory responses. Any student behavior that causes a disruption, interferes with any school function or purpose and/or creates the likelihood of the same is prohibited and, therefore, is subject to district disciplinary consequences.

#### D. ACTS OF MISCONDUCT

Acts of misconduct are subject to disciplinary action including suspension, expulsion and/or criminal charges. Clearly, not all acts of misconduct can be identified. Following is a listing of the more frequently noted misconduct actions that lead to a disciplinary response.

**Rule 1: Disruption** - A student shall not disrupt by use of violence, force, coercion, harassment, non-participation, or any other means, the educational process, including all curricular and extracurricular activities.

**Rule 2: Theft, Damage or Vandalism** - A student shall not steal, cause damage to or destroy private or school property at any time or at a school sponsored activity on or off school property. A student in possession of stolen property will be subject to disciplinary action and all applicable legal statutes.

**Rule 3: Assault, Fighting, Hitting, Unauthorized Touching, Horseplay** - A student shall not act or behave in such a way as could cause physical or mental harm or injury to another student, school employee, or another person on the school premises while in the custody and control of the school or in the course of a school related activity; this will include verbal assault. No hazing shall be permitted. This includes misconduct by a student that occurs off of school property but is connected to activities or incidents that occurred on property owned or controlled by the District.

**Rule 4: Weapons/Bomb Threats** - Students are prohibited from bringing, concealing or transmitting any firearms, knives, explosive devices, weapons or dangerous instruments on school property, in a vehicle onto school property or to any school related activity. Students are prohibited from making a bomb threat to a school building, property or to any premises at which a school related activity occurs. The administration has the authority to make the final decision of what is harmful and/or what constitutes a weapon whenever an item/instrument may be in question. **A student determined to be in violation of this rule for firearms or explosive devices will be subject to a one (1) year expulsion.**

**Rule 5: Alcohol or Drugs** - Students shall not possess, use, transmit, conceal, or be under the influence or show signs of consumption of any alcoholic beverage, narcotics or drugs while in the school building, or on school grounds, or at any school activity. A student suspected of being under the influence of a chemical substance (alcohol/drugs) may be removed from the normal class setting. Intervention, drug testing, and/or follow-up referral to appropriate agencies may be required. Students shall not make, obtain, possess or use any instrument, articles, or object, or offer for sale, use, or furnish counterfeit drugs or related tools, or look-alike "counterfeit" alcoholic beverages.

**Rule 6: Smoking and Tobacco** - Students shall not possess, use, distribute, or conceal any form of tobacco/nicotine, "counterfeit" or look-alike tobacco/nicotine, or device to use tobacco/nicotine products on school property or at a school sponsored event on or off school property. Electronic cigarettes are included in this prohibition.

**Rule 7: Insubordination/Disregard of Directions or Commands** - A student shall comply with reasonable directions and commands from any staff member. Insubordination will be regarded as a disregard for direction.

**Rule 8: Profanity and/or Obscene Language** - A student shall not use profane language, either verbally or in writing. Included in this prohibition are obscene gestures, signs, pictures, publications, or clothing that depicts such language that would be offensive.

**Rule 9: Unexcused Absence** - A student shall not:

- a. Be absent from school without proper authorization.
- b. Leave class during scheduled class times without permission of the teacher.
- c. Leave school during scheduled class times without permission of an administrator.
- d. Be truant from school for any portion of the school day.

**Rule 10: Tardiness** - A student shall not:

- a. Be tardy to school.
- b. Be tardy to any scheduled class or activity.

**Rule 11: Loitering** - Loitering before or after school in the parking lot or other areas is not permitted. If, in the judgment of the school administration, a student is loitering, he/she may either be requested to leave the area or may receive a disciplinary consequence.

**Rule 12: Dress Code** - Students shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols which the administration determines to disrupt the educational process. The administration has the authority to require changes in the dress or grooming of students and to remove them from the class setting until the violation(s) are corrected. Any class time missed because of dress code problems will be counted as unexcused. Section G. APPEARANCE explains dress and grooming requirements in greater detail.

**Rule 13: Parking and Driving** - Students, either as passengers or drivers, must follow the parking/driving regulations issued each year by the Main Office. Students shall park in areas that are identified as student parking areas and drive in a safe manner. Upon arrival at school, a student is not permitted to leave campus except at scheduled or administratively authorized times. Students may obtain a copy of the Parking/Driving Regulations from the Main Office. Failure to know the Parking/Driving Regulations will not be

considered a valid reason for a student to be exempt from a disciplinary consequence for violation of the regulations. All student drivers will be required to register their vehicle with the attendance secretary and receive a parking permit. The permit must be visible in the vehicle at all times of the school day.

**Rule 14: Safety** - Students shall not violate established safety standards, procedures or guidelines regarding personal safety, lab safety and use of equipment as per Board adopted policy, OSHA Standards and instructor established requirements.

**Rule 15: Electronic Devices** –Section H will explain this policy in greater detail.

**Rule 16: Beverage Containers** - Upon suspicion of the contents, all beverage containers are subject to search and/or seizure.

**Rule 17: School Bags** - Book bags **are permitted for student use**. Duffel bags or carry-on bags, drawstring bags, large purses, multi-use bags must remain in student lockers during school hours. Items that can contain a standard-sized textbook are prohibited. The principal or his designee will determine exceptions to this rule. School-issued computer bags are permitted.

**Rule 18: Public Display of Affection** - Public show of affection is not permitted in the school building, on school grounds, on Career Center transportation, or at any school activity.

**Rule 19: Harassment** –Students shall not engage in any form of harassment. This will include, but not be limited to: bullying, physical, verbal, emotional, sexual harassment, or dating violence. "Dating violence" is defined as "a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner". A "Dating Partner" is "any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term." Any student act that is determined to be offensive by having the effect of creating an intimidating, hostile, discriminatory environment or is otherwise disruptive of the educational process may be defined as harassment. Complaints or questions concerning discriminatory treatment (harassment) should be directed to the Main Office. Students may also report harassment to the Title IX Coordinator, Ms. Hall. This information is posted in the Main Office and in the Commons.

**Rule 20: Violation of law** - A student shall not violate any ordinance of civil, state or federal law while under the jurisdiction of the school.

**Rule 21: Internet Access** - Students will not be given Internet access without a signed Acceptable Use Policy on file with the technology coordinator. No outside software is allowed on any school computer without permission of the technology coordinator. Unauthorized use of hardware/software will not be allowed.

**Rule 22: Other Acts of Misconduct** - Students shall not engage in any behavior or activity deemed by the administration to be inappropriate or interfere with the educational process. This will include behavior/activity not specifically identified within this Code of Conduct.

**Rule 23: Misconduct Against a District Employee or District Property** - A student shall not engage in behavior that causes harm (physical or verbal) against any district employee including harassment, vandalism, assault or cause damage to district property or employee, regardless of where it occurs.

**Rule 24: Refusing In-School Detention Assignment** – Students refusing ISD or refusing to follow the ISD regulations will result in an out-of-school suspension of a length of twice the number of days of the original ISD assignment up to a maximum of five (5) days.

**Rule 25: Detentions** – Failure to serve a detention by the end of the assigned date will result in further disciplinary action.

**Rule 26: Repeated Violations of School Regulations**

A copy of the complete Board Policy may be reviewed online on the district website at [www.acwhcc.org](http://www.acwhcc.org).

#### E. SEARCH & SEIZURE

If there is a reasonable suspicion that a student is in violation of law and/or school rules of student conduct, a search of the student's personal belongings may be conducted with or without the consent of the student. The search may include the vehicle used to transport the student to and from school even if said vehicle belongs to another individual. Student lockers are the property of the school district and are therefore subject to search at any time. Goods suspected to be contraband, stolen property, illegal or illegally obtained will be confiscated and may be released to proper legal authorities when deemed necessary.

#### F. SAFETY RULES

Each student is expected to consistently meet the specific safety requirements outlined by the instructor of his/her program area while in the laboratory setting.

Each student is expected to maintain an overall safe school environment by not behaving in any manner that may cause either illness or harm to himself/herself or anyone else.

#### G. DRESS CODE

Student dress should be acceptable for the type of job for which the student is training. Modifications to this Dress Code may be necessitated by the nature of individual Career Tech labs or activities. Any clothing that attracts undue attention, is determined to be in bad taste, creates a disturbance, or is considered as unacceptable by administration will not be permitted. Overall, dress and grooming

is to be neat, clean, and appropriate in style, design, and decency. Questions concerning appearance should be directed toward the High School Office. When in doubt, a student should have acceptable alternatives with them. The following are guidelines for appropriate dress at the Career Center:

1. Hats, headbands and/or headdress will be permitted in appropriate laboratory settings only.
2. All hair must be neat, clean, trimmed, under control, and must not present a safety hazard.
3. Appearance that causes undue attention to be drawn to an individual is unacceptable.
4. Students must deposit coats/outer garments in their lockers upon arrival to school. They are not to be worn during the normal school day. Appropriate footwear must be worn at all times. No footwear that is determined to be unsafe may be worn. Slippers and flip-flops (made of rubber, plastic, etc.) are prohibited at all times.
5. Clothing that is determined to be inappropriate due to being frayed, torn, ragged or revealing may not be worn. Any heavy chain (as determined by the principal or designee) on a student's person used to secure a wallet or worn as a belt, as a necklace and/or decoration is prohibited. Belts worn with more than six inches hanging down beyond the buckle are not permitted.
6. Sleeveless shirts (sleeves must cover the entire shoulder), blouses, body hugging garments, sheer blouses, clothing which exposes the midriff, athletic break-away clothing, sweatpants, wind pants, pajama pants and yoga/leggings/jeggings pants, may not be worn. Shirts that reveal any part of the breasts are not permitted.
7. No clothing will be permitted which through its design, costumes, displayed pictures – graphics – language – symbols is determined by the administration to:
  - Give reference to alcoholic beverages, drugs, tobacco or their counterfeit look a-likes.
  - Give reference to either violence or gangs.
  - Give reference to either individuals or groups that are believed to support violence or gang ideologies.
  - Give reference to either sexual or racial connotations whether explicit or implied.
  - Give reference to death or the occult.
  - Give reference to any of the above through innuendo or double interpretation of what is presented.
  - Be offensive through its design and/or illustrations.
  - Give reference to any political affiliation.
8. No apparel may be worn which covers the face or eyes. This includes, but is not limited to, masks, sunglasses (regular or prescription), or disguise makeup. Medical masks\* may be worn if applicable.
9. Facial piercings must adhere to all safety regulations.
10. School-appropriate (non-athletic) shorts, skirts and dresses must extend to the top of the knee when standing. Skirts or shirts worn over yoga/leggings/jeggings are to extend to the top of the knee when standing.
11. Trousers, slacks, jeans, shorts and skirts must be worn at the waist (the part of the body above the hip bone and below the rib cage). Trousers, slacks, shorts or jeans will be determined to be inappropriate if they are frayed, torn, ragged or contain holes regardless of whether the holes are patched or not.
12. Each student is responsible for wearing their lab uniform at all times during the school day and will do so in a manner complimentary to the profession.
13. Medical masks\* will be worn in the case of a policy adoption of the ACWHCC BOE or mandated by the Ashland County Health department, Ohio Department of Health, or a state/federal mandate is in place.

\*Medical Masks containing print shall only have the logo of the ACWHCC or one of the Associate Schools printed on them. No other printing will be acceptable.

*Regardless of offense, the student must correct his/her appearance before being allowed to return to class. If the student is unable to correct his/her violation, the student will be assigned to ISD until the violation is corrected.*

**NOTE: Once students' Career Wear clothing is delivered, the above Appearance section will only be in effect on school days when students are not required to wear their Career Wear.**

**NOTE: Dress Down Fridays. Dress for students will be as follows:** *Trousers, slacks, jeans, shorts and skirts with a t-shirt that has a school logo that is purchased by the school or through the students' lab.*

**NOTE: Home School Sports Team Wear may only be worn on Fridays during that sport's season.**

## CAREER WEAR

Shirts	The outer-most layer must be school-issued by the Career Center. This layer may be a polo-style shirt, a lab-style shirt or a scrub-style shirt depending on the student's Career Tech program. A Career Center T-Shirt may be worn on Fridays during the school year.
Undershirts	Students may wear shirts under their school-issued shirts provided they <b>do not have hoods</b> on them. "Under Armour"-style or long-sleeved t-shirts are recommended.
Sweatshirts	Students may also wear ( <b>as the outer-most layer</b> ) -school issued-sweatshirts by the Career Center.
Pants	Students may wear any style of pants, shorts or skirts that meet the requirements on Page 24 (#11).
Footwear	When outside of their Career Tech lab students must meet the minimum guidelines for footwear as outlined on Page 24 (#4) of the Student Handbook.

## H. ELECTRONIC/WIRELESS COMMUNICATION DEVICES

1. An Electronic Device/Wireless Communication Device (ED/WCD) is any device with the capability to send & receive audio and written messages, recording audio, photographs and video, can access the Internet and can store and replay music files.
2. Students may not use the audio, photographic or video recording functions of the ED/WCD. This means that no audio, video, or still picture recording is permitted without prior permission.
  - a. Authorized times are:
    - i. Before school
    - ii. Between classes per the student's schedule
    - iii. During the student's scheduled lunch time
    - iv. After school
  - b. Unauthorized times are:
    - i. Any time not listed above as being authorized
    - ii. Any time permission is denied by an ACWHCC staff member
    - iii. Any time a student is in a classroom during a scheduled class period
    - iv. Any time a student is out of a class on a pass, waiting in an office or in the Clinic
  - c. Authorized locations are: (Only during those times listed in 1.a.i-iv)
    - i. Hallways
    - ii. Cafeteria
    - iii. Outside of building during the student's assigned lunch period
    - iv. All other locations are considered unauthorized and the use of ED/WCD's is strictly prohibited (This includes restrooms, locker rooms, offices, and any other location not specifically permitted)
3. ED/WCD must be turned *OFF* and must remain *OUT OF SIGHT* while a student is in a classroom, office or Clinic.
4. During the school day (8:30 – 2:45) the ringer must be turned off. It is a violation of this policy if a student's ED/WCD vibrates or *rings* while the student is in an Unauthorized Area regardless of whether or not it is OUT OF SIGHT.
5. **STUDENTS MAY NOT CONTACT A PARENT DURING CLASSES WITHOUT THE PERMISSION OF A STAFF MEMBER!!**
6. This availability does not release the student from liability for harassment, bullying, threatening, or other behavior prohibited by the student code of conduct. ED/WCD's may not be used to violate the student code of conduct in any way.
7. Additionally students are specifically forbidden to transmit tests, quizzes or other information in a manner constituting fraud, theft, cheating or academic dishonesty.
8. All other unauthorized use is specifically forbidden.
9. Students are personally and solely responsible for the care and security of their wireless communication devices. The Board assumes no responsibility for theft, loss, damage or vandalism to EC/WCD's brought on to its property or the unauthorized use of such devices.
10. Staff members do reserve the right to grant permission to students to use their ED/WCD during class for an educational purpose only. Listening to music to assist a student's concentration is NOT a legitimate educational purpose.



11. Repeated violations may result in the loss of the student's privilege to bring a wireless communication device to school for a designated length of time or on a permanent basis.
12. Headphones/Earbuds (wired or wireless) fall under the same guidelines as the ED/WCD.
13. External speakers (wired or wireless) are prohibited from being brought into the Career Center.

**Refusal to surrender an ED/WCD to the staff member who directed the student to surrender it will result in disciplinary action.**

Teachers reserve the right to enact stricter procedures concerning ED/WCD in their classrooms/labs.

## **I. PENALTIES FOR VIOLATION**

Violation of this code will be determined by school administration.

Violation can result in denial of participation privileges, suspension from school, emergency removal, expulsion and/or referral to legal authorities, compensatory payment when property is involved, or other corrective actions, which the administration may determine to be appropriate after proper review of the violation. Any disciplinary action that is decided upon by the administration or staff member can be used separately or in conjunction with other disciplinary action. Discipline assignments will be progressive in nature relative to a student's discipline record. **All school rules, including Career Wear, apply to students assigned to In-School Detention (ISD).**

If an out-of-school suspension or expulsion from the Career Center occurs, it will be recognized by the associate school and if out-of-school suspension or expulsion from the associate school occurs, it will be recognized by the Career Center. In each case the suspended or expelled student will not be permitted to attend the Career Center, the associate school, or extra-curricular activities during the time of the suspension or expulsion.

## **VI. STUDENT PROCEDURES**

### **A. ACCEPTABLE USE POLICY**

It is the intention of the Ashland County-West Holmes JVSD (ACWHCC) and the Board of Education to protect the privacy of staff and members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers, network, and electronic messaging systems of the Ashland County-West Holmes JVSD.

#### **Acceptable and Unacceptable Uses**

The computers, computer network and messaging systems of the ACWHCC are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses that are unacceptable under any circumstances:

- ❖ The transmission of any language or images which are of a graphic sexual nature
- ❖ The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- ❖ The transmission of messages or any other content that would be perceived by a reasonable person to be harassing or threatening
- ❖ Uses that constitute defamation (libel or slander)
- ❖ Uses that violate copyright laws
- ❖ Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- ❖ Any commercial or profit-making activities
- ❖ Any fundraising activities, unless specifically authorized by an administrator

#### **Security and Integrity**

District Staff or students shall not take any action that would compromise the security of any computer, network or messaging system. This includes the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

District Staff or students shall not take any actions that may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the designated System Administrator).

District Staff members shall report to the designated System Administrator or a District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

### **Right of Access**

Although the Ashland County-West Holmes Career Center respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the ACWHCC computer network and messaging systems require that full access be available at all times. The Ashland County-West Holmes Career Center therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages that may be contained therein. All such data, information, and messages are the property of the District and neither staff members nor students should have expectations that any messages sent or received on the District's systems will always remain private.

### **Agreement**

- ❖ I have read the "Computer, Internet, and Network Privacy and Acceptable Use Policy for District Students and Staff Members" relating to the use of the computers, computer networks, and electronic messaging systems of the Ashland County-West Holmes JVSD.
- ❖ I would like to be given access to the District's computer network and understand that its use is a privilege that may be withdrawn in the event of noncompliance with the above Policy.
- ❖ I agree to comply with the "Computer, Internet, and Network Privacy and Acceptable Use Policy for District Students and Staff Members" and understand that access to the network and messaging systems is a privilege that may be withdrawn in the event of noncompliance with the above Policy.

### **B. ACCIDENTS AND HEALTH SERVICE**

Staff members are available in case of emergency or consultation on health problems. The school clinic is available in the High School Office area. Report all injuries or accidents, however slight, to the instructor in charge, and complete an Incident Report.

### **C. ANNOUNCEMENTS AND ACTIVITIES**

Pertinent home/associate school information for Career Center students will be shared through public announcement or posting on the associate school bulletin board. All public announcements must be pre-approved by the Principal.

### **D. ATHLETIC ELIGIBILITY**

Career Center students are eligible to participate in the athletic program of the associate school. To remain eligible for competition, a student must maintain a grade standing that is set by the associate school. Associate schools will be notified if an athlete is failing.

### **E. CAFETERIA AND COMMONS**

Type "A" lunches and milk are available. If a student has a financial need, Free and Reduced Lunch applications are available in the main office. The ACWHCC has a "No Change" Policy. Any funds paid to the cashier will be posted to the student's account with no change given. All food and drink is to be eaten in the Commons. Cooperation in the following areas will be necessary:

1. Return trays, dishes, milk cartons, paper, etc., to the proper containers when you are finished.
2. Return chairs and tables to proper positions.
3. During their assigned lunch period, students are permitted to be in the Commons, the patio area immediately outside the east Commons and the rest rooms that connect to the Commons. All other areas, including the showcase and foyer area at the front entrance, are off limits.

The lunch period is considered closed. ***Students may not leave, receive guests, or have food delivered to the school.*** Restricted lunch period assignments may be made for violations/misuse of cafeteria privileges.

### **F. CAREER CENTER PASSPORTS**

Career Passports will be issued to students successfully completing their vocational training at the Career Center. Included in the Career Passport will be competency cards listing skill attainment, actual lab hours completed, and overall school attendance. These competency cards will need to be available to employers when applying for a job. Students enrolled in Tech Prep programs must meet the eligibility requirements set forth by the Tech Prep Consortium to receive Tech Prep Certification.

## **G. COLLEGE CREDIT PLUS (CCP) COURSES**

College Credit Plus (CCP) courses are those courses for which students earn both transcribed credit through the college in which the student takes the course(s) and high school credit through their associate high school. Students must meet minimum requirements within the first five (5) school days of the semester in which the course is offered in order to qualify for CCP courses. Students who fail a CCP course will be required to reimburse ACWHCC at the current tuition rate for the college in which the student takes the course(s). Students must maintain a college grade point average (GPA) of at least 2.0 in order to continue participating in CCP courses. Students must earn a final grade of “C” or higher or they will not be able to take the next level course in that subject area.

## **H. COUNSELING/GUIDANCE SERVICES**

Guidance and counseling services are available to all students. The Student Services Office is accessible for group guidance or individual guidance.

## **I. EARLY PLACEMENT AND COOPERATIVE STUDENTS**

Early Placement is a privilege for senior students and may be revoked at any time due to academic, attendance or disciplinary reasons. Senior program students may participate in Early Placement and Co-op programs. Students who qualify for these programs must come to the School Counselor, complete an “Application for Student Early Job Placement” form and be academically eligible to participate. The program instructor will issue procedural rules for co-op students. Students on early placement must sign out at the Welcome Desk each time they leave the Career Center.

## **J. EMERGENCY MEDICAL FORMS**

All students are required to have a completed Emergency Medical Form on file by the first day of school. Until the Emergency Medical Form is on file the student will be excluded from lab activities and/or field trips. A student failing to return a properly completed Emergency Medical Form will not be able to participate in lab activities. These forms will be used for emergency instructions when a student is ill or in case of an accident. Emergency Medical Forms must accompany the advisor and/or bus driver on field trips.

## **K. FEES & FINES**

Students must pay all fees and fines for damages, lost textbooks, tools and/or bills for which they are responsible at the Treasurer’s office. All fees or other obligations must be paid prior to a student’s records being released by the Career Center. ***THIS CAN AFFECT A STUDENT’S ABILITY TO GRADUATE FROM HIS/HER ASSOCIATE SCHOOL.***

## **L. FINAL FORMS**

All school forms will be done online on Final Forms website. All forms, including Emergency Medical Forms (section “J” above) must be completed and signed by parent/guardian and student. **All forms are to be completed before students can pick up their schedule. Parents are asked to make sure that submitted contact information is updated & accurate at all times.**

## **M. FIRE DRILLS AND PROCEDURES**

Fire drills will be held once a month. Directions for exiting the building will be posted in each area. Students should walk to the nearest exit and get far enough from the building to allow room for emergency vehicles. If the exit is blocked, the nearest alternate route should be used. It is essential that all students remain with their instructors in an orderly manner. A student not in an established class setting at the sound of the fire bell should exit the building at the first available outside door and report immediately to the first available instructor.

## **N. HALL PASSES**

Students may visit other labs or classes only with consent of both instructors. All students must have their Student Handbook hall pass when out of their designated classroom or lab. Students are permitted no more than two hall passes per class per grading period. Students may be assigned a detention for each violation of this limit. **Students may be required to surrender their Electronic Devices before being permitted to leave their classroom or Career Tech lab.**

## **O. INSURANCE**

Safety training and safety precautions must be followed and are required of all students and staff using equipment. However, since accidents can happen, all students must meet one of the following requirements:

1. Purchase school student insurance.

-OR-

2. Parent or guardian must sign a waiver stating that the student is covered by some other type of insurance, and the parent or guardian assumes all financial responsibility should an accident occur.

Insurance forms and waiver forms must be signed and returned to the Career Technical teacher prior to the student working in the lab and/or taking a field trip.

## **P. LOCKERS**

Lockers that have a built-in combination lock will be assigned to each student so that possessions may remain safe and private. **Students should keep their combinations private. Students are responsible for the contents of their *Hall and Lab* lockers. Students are not permitted to share lockers with other students.** Student lockers are the property of the Board of Education. Lockers and their contents are subject to searches by the administration. If damage, abuse or alteration occurs to a locker, the repair/replacement cost assessed will be charged to the student. Disciplinary consequences may also be assigned.

## **Q. LOST AND FOUND**

A lost and found department is maintained at the Welcome Desk. All lost and found articles should be returned and claimed there. After thirty (30) days unclaimed articles will be subject to disposal.

## **R. MEDICATIONS**

For a student to be permitted to take medications at school during school hours, the High School Office must have a completed *Physician's Request for the Administration of Medication by School Personnel* form on file for prescription medications or a *Parent's Request for the Administration of Medication by School Personnel* for non-prescription medications. These forms are available through a Parent Account at [www.finalforms.com](http://www.finalforms.com). Only medications in the original container, labeled with the student's name and exact dosage will be administered. Parents and students are responsible for refills as needed on all medications.

## **S. SUBSTITUTE TEACHERS/STAFF**

Substitute staff members are considered to be an extension of the Career Center staff. Because substitutes are visitors to our building, we insist that students respect and obey all substitute staff members.

## **T. SURVEILLANCE CAMERAS**

Students are duly-informed that their behavior may be monitored on school property and/or adjacent property by surveillance cameras.

## **U. TEXTBOOKS, WORKBOOKS AND CHROMEBOOKS**

Chromebooks and textbooks are the property of the Board of Education; when loaned to a student, they become the student's responsibility. These items should be carefully handled since others must use them. Students will be assessed replacement/repair cost for misuse, marking in books, lost or damaged items, etc. which occurs while issued to them.

1. Students are expected to have their Chromebooks at school and fully charged every day school is in session.
2. Students without a charged Chromebook may borrow either a Chromebook or charger from Mrs. Shipper in the In-School Detention room.
3. Students are responsible for the repair/replacement cost for *any* damages to their Chromebook and will be immediately invoiced.

## **V. TORNADO DRILLS AND PROCEDURES**

The warning for a tornado will be indicated by a different alert than the fire warning. At the warning sound it is important that all students follow a planned procedure to reduce the possibility of injury. The instructors will explain this procedure to students. In a tornado alert, students must always report to a designated shelter area and assume the protective position. Kneeling on the floor and covering the back of the neck with hands is the assumed position. Students are to remain in this position in the shelter area until given further direction from a staff member.

## **W. TRANSPORTATION AND STUDENT DRIVING**

It is the policy of the Board of Education that students use school bus transportation provided by the associate schools in getting to and from the Career Center.

1. Students who elect to drive to school must abide by the driving/parking rules established by the administration.
2. All student vehicles on school property must be registered with the attendance secretary.
3. Students will be required to obtain a school-parking permit. Students who registered their vehicle(s) during the 2020-2021 school year may use the same parking decal for the 2021-2022 school year.
4. Driving to school is considered to be a privilege and therefore may be revoked by the superintendent or the superintendent's designee.
5. Automobiles and/or the parking lot are off limits during the school day and during lunch periods unless proper permission is secured from an administrator.
6. Students being driven to school should be dropped off in front of the school, not the end by the parking lot.

## **X. UNIFORMS**

See Section G "DRESS CODE" – Career Wear on Page 23.

## Y. TOOLS

The student is responsible for all tools assigned and will be required to pay replacement cost for lost tools.

## Z. VISITORS

**The administration and/or Guidance Department must approve any visitor to the Career Center. Visitors must make an appointment before coming to the Career Center. Visitors are asked to follow the guidelines instituted by the ACWHCC BOE.**

A visitor pass will be issued to each approved guest. Each visitor must sign in at the Welcome Desk completing the information requested. Visitors will not be allowed to visit classrooms/labs during a teacher's class time unless prior approval is given by the administration.

## AA. WORK PERMITS

All students who need work permits may pick up the forms from the High School Office, complete them properly, and return them to the High School Office; only then will the work permit be issued.

## VII. GRADING/CREDIT PROCEDURES

Career Center teachers will assign letter grades based on the scale below:

<u>Percent</u>	<u>Letter Grade</u>	<u>Percent</u>	<u>Letter Grade</u>
93-100	A	73-76	C
		70-72	C-
90-92	A-	67-69	D+
87-89	B+	63-66	D
83-86	B	60-62	D-
80-82	B-	50-59	F
77-79	C+		

- ❖ Full-year course grades will be determined by calculating the year long average that must equal 59.5% or higher to pass the course
- ❖ For a semester courses (half-credit) grades will be determined by calculating the average of the two 9 weeks that equal 59.5% or higher to pass the course

***\*Regardless of Final Average, to receive credit for a year-long course, the student must earn a passing grade in the fourth (4th) nine weeks grading period and the calculated average must be 59.5% or above.***

***\* Teachers may give finals, but this final will be counted in the average of the final grading period of the course.***

## COURSE CREDITS

All students should check with associate school counselors and with the Career Center counselor at the end of their junior year to see that everything is in order concerning credits before the start of their senior year. The Ashland County-West Holmes Career Center and the associate school counselors will conduct a credit check for students attending the Career Center. **It is the student's responsibility to make sure that he/she has the minimum requirements for graduation from his/her associate school.**

## VIII. CREDIT FLEX

See the School Counselor for more information.

## IX. GRADUATION REQUIREMENTS

Graduation requirements for the Class of 2023 and beyond can be found at:

<http://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/GradReq2023.pdf.aspx?lang=en-US>

## **X. STUDENT ACTIVITIES AT THE CAREER CENTER**

Each vocational program area will present their students an opportunity to participate in the appropriate club organization as follows:

- (FCCLA) Family Career & Community Leaders of America for Early Childhood Education and Culinary Careers/Management students.
- (HOSA) Animal & Veterinary Science and Health Technology.
- (SKILLS USA) for Auto Body, Automotive Technology, Construction Technology, Cosmetology, Criminal Justice, Graphics, Mechanical Maintenance Training, Networking/Cybersecurity, Robotics & Advanced Manufacturing and Welding students.

## **XI. ADDITIONAL STUDENT ACTIVITIES**

- The Drug Free Club – a voluntary program that supports a drug-free lifestyle with random drug testing while offering incentives for doing so.
- Interact – a community service and leadership development organization that is open to all Career Center students.
- National Technical Honor Society – an academic recognition/community service organization for students who meet the following criteria: an overall 3.25 GPA as well as a 3.5 GPA in their Career Tech program courses *for the class of 2023 and an overall 3.5 GPA for 2024 classes and beyond.*

## **XII. DISCLAIMER**

**Because a handbook of this nature cannot cover every possible item or incident that may arise, final resolution of each of these situations will be made by the school administration.**

**The Ashland County-West Holmes JVSD Board of Education adopted the 2022-2023 Student Handbook on July 21, 2022.**