



**2020-2021**

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Principal: Mr. Richard Brindley  
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**@AshlandJVS**

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## INTRODUCTION TO THE STUDENT/ PARENT HANDBOOK

**NOTE: Rules and Regulations of this handbook are subject to change due to the Covid-19 Pandemic. 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. Covid-19 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 in to 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 display their badge at all times 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 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 sex, disability, race, color, creed, religion, age, 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, Mr. Cheyney, at (419) 289-3313 or (800) 686-3313, ext. 2215. Information about Title IX is posted in the Main Office.

**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**

<b>Regular Schedule</b>			<b>Communications Day</b>			<b>Two-Hour Delay</b>			<b>Extended Staff Meeting</b>		
<b><u>Per.</u></b>	<b><u>Start</u></b>	<b><u>End</u></b>	<b><u>Per.</u></b>	<b><u>Start</u></b>	<b><u>End</u></b>	<b><u>Per.</u></b>	<b><u>Start</u></b>	<b><u>End</u></b>	<b><u>Per.</u></b>	<b><u>Start</u></b>	<b><u>End</u></b>
1	8:30	9:10	Att.	8:30	8:32	1	10:30	10:52	Mtg.	8:30	8:54
2	9:13	9:53	Comm.	8:34	8:48	2	10:55	11:15	1	8:54	9:32
3	9:56	10:36	Club	8:50	9:20	3	11:18	11:38	2	9:35	10:11
4A	10:39	11:04	1	9:22	9:54	4A	11:41	12:06	3	10:14	10:50
4B	11:07	11:20	2	9:57	10:29	4B	12:09	12:22	4A	10:53	11:18
5A	11:23	11:48	3	10:32	11:04	5A	12:25	12:50	4B	11:21	11:34
5B	11:51	12:04	4A	11:07	11:32	5B	12:53	1:06	5A	11:37	12:02
6	12:07	12:32	4B	11:35	11:48	6	1:09	1:34	5B	12:05	12:18
7	12:35	1:16	5A	11:51	12:16	7	1:37	1:57	6	12:21	12:46
8	1:19	2:00	5B	12:19	12:32	8	2:00	2:20	7	12:49	1:25
9	2:03	2:45	6	12:35	1:00	9	2:23	2:45	8	1:28	2:04
			7	1:03	1:35				9	2:07	2:45
			8	1:38	2:10						
			9	2:13	2:45						

  

<b>Exam Schedule A</b>			<b>Exam Schedule B</b>		
<b><u>Per.</u></b>	<b><u>Start</u></b>	<b><u>End</u></b>	<b><u>Per.</u></b>	<b><u>Start</u></b>	<b><u>End</u></b>
1 & 8	8:30	9:33	3 & 5	8:30	9:33
2 & 9	9:36	10:39	4 & 7	9:36	10:39
4A	10:42	11:07	4A	10:42	11:07
4B	11:10	11:23	4B	11:10	11:23
5A	11:26	11:51	5A	11:26	11:51
5B	11:54	12:07	5B	11:54	12:07
6	12:10	12:35	6	12:10	12:35
1	12:38	1:18	7	12:38	1:18
2	1:21	2:01	8	1:21	2:01
3	2:04	2:45	9	2:04	2:45

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

**II. 2020-2021 ACWHCC SCHOOL YEAR CALENDAR**

Th./Fri.	Aug. 20/21/27	Staff In-Service 8:00 AM–3:00 PM	<b>Mon. Jan. 18</b>	<b>Dr. Martin L. King Jr. Birthday – No School</b>
Tues./Wed./Thurs.	Aug. 18-20	New Student/Parent Orientation, 6:00 PM		
Tues.	Aug. 31	First Day for Students	Tues. Feb. 22	Student Mid-Term Reports
			Thurs Mar. 18	Parent/Teacher Conferences 3:00-9:00 PM
<b>Mon. Sept. 7</b>		<b>Labor Day – No School</b>	<b>Fri. Mar. 19</b>	<b>End of 3<sup>rd</sup> Grading Period</b>
Mon. Oct. 5		Student Mid-Term Reports		
Thurs. Oct. 15		Parent/Teacher Conferences 3:00-9:00 PM	<b>Fri. Mar. 19</b>	<b>Parent/Teacher Conf. Day – No School</b>
<b>Fri. Oct. 16</b>		<b>Parent/Teacher Conf. Day – No School</b>	<b>Mar 29-April 2</b>	<b>Spring Recess – No School</b>
<b>Fri. Oct. 30</b>		End of 1 <sup>st</sup> Grading Period	Mon. May 3	Student Mid-Term Reports
Mon. Dec. 7		Student Mid-Term Reports	Thurs May 6	Dinner with the Teacher 6:00 PM
<b>Nov. 25 – 27</b>		<b>Thanksgiving Recess – No School</b>	Tues. May 19	NTHS Induction 7:00 PM
<b>Dec. 21 – Jan. 1</b>		<b>Winter Recess - No School</b>	Fri. May 28	Senior Farewell Assembly 9:00 AM
Fri. Jan. 15		End of 2 <sup>nd</sup> Grading Period	<b>Mon. May 31</b>	<b>Memorial Day – No School</b>
			Thurs June 3	End of 4 <sup>th</sup> Grading Pd, - Students’ Last Day
			Fri. June 4	Last Day for Teachers/In-service

**III. GRADING PERIODS**

August 24 – October 30	44
November 2 – January 15	42
January 19 – March 19	44
March 22 – June 3	<u>48</u>
Total Days	179

**Calamity Makeup Days**

June 4, 7, 8, 9

**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 6. 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.
1. 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 purchase 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, 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, Mr. Cheyney. 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 interferes 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. APPEARANCE**

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 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 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, 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.
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.
  9. Facial piercings are limited to no more than one.
  10. School-appropriate (non-athletic) shorts, skirts and dresses must extend to the top of the knee when standing. Skirts or shirts worn over *leggings* 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 responsible for wearing a uniform in his/her respective program area lab setting will do so in a manner complimentary to the profession.

*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.**

### **CAREER WEAR**

Shirts	The outer-most layer must be school-issued with the Career Center's logo embroidered on the upper left side of the chest. 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.
Undershirts	Students may wear shirts under their school-issued shirts provided they do not have hoods on them. "Under Armour"-style or long-sleeved t-shirts are recommended.
Sweatshirts	Students may also wear (as the outer-most layer) a non-hooded, quarter-zip sweatshirts with the Career Center logo embroidered on the upper left side of the chest. Returning students were provided these sweatshirts during the last school year. Students new to the Career Center in the 2020-2021 school year will be issued a similar sweatshirt later in the school year.
Pants	Students in all programs except Animal & Veterinary Science, Cosmetology, Early Childhood Education and Health Technology, (these programs will wear scrub-style pants) may wear any style of pants or skirts that meet the requirements on Page 10 (#11).
Footwear	When outside of their Career Tech lab students must meet the minimum guidelines for footwear as outlined on page 8 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 test, quiz 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. Please note that, for grading purposes, students suspended out-of-school are treated as unexcused and each teacher has the right to decide how much credit, if any, may be awarded for any work assigned and completed during the suspension, and may have their driving privileges suspended or revoked.

#### **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 North Central State College 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 NCSC's current tuition rate. 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 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 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 lockers and lockers cannot be shared.** 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 purchase a school-parking permit. Students who registered their vehicle(s) during the 2020-2021 school year may use the same parking decal for the 2020-2021 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 “APPEARANCE” – Career Wear on Page 9.

## 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. During the Covid 19 pandemic, Visitors must make an appointment before coming to the Career Center. Visitors are asked to follow the guidelines instituted by the ACWHCC BOE in regards to Covid 19.**

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, 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>Point Value</u>	<u>Percent</u>	<u>Letter Grade</u>	<u>Point Value</u>
97-100	A+	4.0	73-76	C	2.0
93-96	A	4.0	70-72	C-	1.7
90-92	A-	3.7	67-69	D+	1.3
87-89	B+	3.3	63-66	D	1.0
83-86	B	3.0	60-62	D-	0.7
80-82	B-	2.7	0-59	F	0.0
77-79	C+	2.3			

- ❖ In calculating a final grade for a full-year course (one credit), the teacher will multiply the point value of each nine-week grade by two and each semester exam grade by one. The teacher will then divide the sum of these point values by ten to determine a final average.
- ❖ In calculating a final grade for a semester course (half-credit), the teacher will multiply the point value of each nine-week grade by two and each semester exam grade by one. The teacher will then divide the sum of these point values by five to determine a final average.

In each case the student’s final grade will be determined by applying his/her final average to the scale below:

<u>Final Avg.</u>	<u>Final Grade*</u>	<u>Final Avg.</u>	<u>Final Grade*</u>
3.85 – 4.00	A	1.85 – 2.14	C
3.50 – 3.84	A-	1.50 – 1.84	C-
3.15 – 3.49	B+	1.15 – 1.49	D+
2.85 – 3.14	B	0.85 – 1.14	D
2.50 – 2.84	B-	0.60 – 0.84	D-
2.15 – 2.49	C+	Less than 0.60	F

*\*Regardless of Final Average, to receive credit for a year-long course, the student must earn a passing grade in either the 4<sup>th</sup> Grading Period or the 2<sup>nd</sup> Semester Exam. To receive credit for a semester course, the student must earn a passing grade in either the last grading period of the course or the last semester exam 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. ALTERNATIVE CREDITS

See the Principal, Mr. Brindley, for more information.

#### **IX. GRADUATION REQUIREMENTS**

Graduation requirements for the Classes of 2021 & 2022 can be found at:

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Earning-an-Ohio-High-School-Diploma-for-the-CI-2>

Graduation requirements for the Classes 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.

#### **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 2020-2021 Student Handbook on July 16, 2020.**