

2013-2014 STUDENT/PARENT HANDBOOK

COSHOCTON COUNTY CAREER CENTER
23640 Airport Road
Coshocton, Ohio 43812-9599

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

Superintendent: Mrs. Debbie Kapp-Salupo
Principal: Mr. Eddie Dovenbarger
School Counselor: Mr. Doug Nagle



This handbook planner belongs to:

Name _____

Program _____

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

WELCOME FROM THE SUPERINTENDENT

Dear Students,

We welcome you as a Coshocton County Career Center student! We have so much to offer you over the next year or two and hope you will take advantage of those opportunities. Not only will you gain new career skills, you can also develop your leadership ability, earning potential, and the confidence you can go anywhere! Following your last walk across our stage with your Career Passport in hand, you can head directly to work, the military, postsecondary education or a combination of all.

Thank you for choosing us as a stepping stone along your career path. We promise we will support, encourage and challenge you in your journey to a successful future. Please embrace all we have to offer and have a great school year!

Debbie Kapp-Salupo, Superintendent

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COSHOCOTON COUNTY CAREER CENTER
 COSHOCTON COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
 23640 AIRPORT ROAD, COSHOCTON, OH 43812-9599

SECTION: I
 EPS CODE: ICA-E

BOARD POLICY

**SCHOOL CALENDAR
 2013-2014**

M	T	W	TH	F
AUGUST				
			1	2
5	6	7	8	9
12	13	14	[15]	[16]
[19]	20	21	22	23
26	27	28	29	30
SEPTEMBER				
(2)	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
(30)				
OCTOBER				
	(1)	[2]	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
NOVEMBER				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	(28)	(29)
DECEMBER				
{(2)}	3	4	{5}	6
9	10	11	12	13
16	17	18	19	20
(23)	(24)	(25)	(26)	(27)
(30)	(31)			

M	T	W	TH	F
JANUARY				
		(1)	(2)	(3)
6	7	8	9	10
13	14	15	16	17
(20)	21	22	23	24
27	28	29	30	31
FEBRUARY				
3	4	5	6	7
10	11	12	13	14
(17)	18	19	20	21
24	25	26	27	28
MARCH				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	(27)	(28)
31				
APRIL				
	1	2	3	4
7	8	9	10	11
14	15	16	17	(18)
{(21)}	22	23	24	25
28	29	30		
MAY				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
(26)	27	28	[29]	30

Aug. 15, 16, & 19	Teacher Professional Days	Jan. 10	End of 1st Semester
Aug. 19	New Student Orientation, 6 P.M.	Jan. 20	Martin Luther King Day
Aug. 20	School Opens for Jrs.	Feb. 13	Open House
Aug. 21	School Opens for Jrs. and Srs.	Feb. 17	Presidents' Day
Sept. 2	Labor Day	Feb. 20	Open House Snow Date
Sept. 30-Oct. 1	County Fair Days	Mar. 10-14	Spring OGT
Oct. 2	Teacher/Staff In-Service Day	Mar. 21	End of 3 rd 9 Weeks
Oct. 7-11	ADM Week	Mar. 27-28	Spring Break
Oct. 15	Fall Advisory Committee Meeting	Apr. 3 & 8	Parent-Teacher Conferences
Oct. 25	End of 1 st 9 Weeks	Apr. 18	Good Friday
Oct. 28-Nov. 1	Fall OGT	Apr. 21	No School
Nov. 7 & 12	Parent-Teacher Conferences	May 22	Awards Ceremony
Nov. 28-29; Dec. 2	Thanksgiving Break	May 26	Memorial Day
Dec. 5	Sophomore Visitation	May 28	End of 2nd Semester
Dec. 10	SPIN Night	May 28	Last Day of School for students
Dec. 12	Sophomore Visitation Snow Date	May 29	Teacher Professional Day
Dec. 17	SPIN Night Snow Date	May 25	RV Graduation
Dec. 23 – Jan. 3	Winter Break	June 1	RW Graduation

December 2 will replace November 7 & 12, 2013 and 6 from 3-7 p.m. for Parent-Teacher Conference days used by teachers for conferences and April 21, 2014 will replace April 3 & 8, 2014 from 3-7 p.m. for Parent-Teacher Conference days used by teachers for conferences.

[] August 15, 16, 19, 2013; February 14, 2014; May 29, 2014, are the five (5) Teacher Professional days.

{ } December 2 and 5, 2013 and April 21, 2014 are counted as student days.

() School is not in session for students or staff.

If needed, make-up days will be held on March 27 & 28, 2014, May 29 & 30, 2014, and June 2, 2014. Make-up Teacher Professional Day will be June 3, 2014.

ADOPTED: April 10, 2013

REVISED: September 12, 2013

GENERAL INFORMATION

OPERATING PROCEDURES

- The building opens at 7:00 am. Students who arrive at school before 8:00 am must report to and remain in the cafeteria until class time unless written request by a staff member.
- Students, with permission of the morning cafeteria monitors, may go to their hall lockers and return to the cafeteria with hallpass and permission from staff.
- Breakfast is served in the cafeteria from 7:30 am to 8:00 am for all students at no cost.
- No food or beverage may be taken out of the cafeteria area.
- No open beverage containers may be brought into the building.
- Personal electronic devices may not be VISIBLE in classrooms, labs, or hallways under any circumstances. These electronic devices may ONLY be used in the cafeteria before school, during lunch, or after school. Personal electronic devices include, but are not limited to: cell phones, MP3 players, IPODS, cameras, etc.
- The opening bell rings at 8:00 am. All students report to homeroom class before the 8:02 am bell.
- All bookbags, knapsacks, gym bags, duffel bags, large purses, etc. must be kept in lockers.
- All side entrances are locked at 8:15 am. Anyone arriving after 8:15 am must use the front entrance.
- Students are to exit the building at 2:20 pm unless supervised by a teacher or serving detention.
- Coshocton County Career Center operates on a closed lunch period. Food may not be ordered for delivery to the school. Students may not have food brought in to them from a fast food restaurant, etc.
- Students may leave school property only with authorization from the Front Office/Guidance Office.
- Students attending the Coshocton County Career Center will follow the Career Center school calendar.
- Students will be informed of upcoming events at Member Schools through postings on Member School bulletin boards and morning announcements.

ENROLLMENT STATUS

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

CHANGE OF ADDRESS

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

EMERGENCY MEDICAL FORMS

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

PROOF OF INSURANCE

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

TRANSFER PROCEDURE

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

DISABLED STUDENT EDUCATION/RIGHTS

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

RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT

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

You have the right to:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition.
- Have the District advise you of your rights under Federal law.
- Receive notice with respect to identification, evaluation or placement of your child.
- Have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided non-disabled students.

- Have your child receive special education and related services if s/he is found to be eligible under the Education of the Handicapped Act (PL 94-142) or Section 504 of the Rehabilitation Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement options.
- Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the District.
- Have your child provided an equal opportunity to participate in co-curricular and extra curricular activities offered by the District.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to records.
- Receive from the District a response to reasonable requests for explanations and interpretations of your child's records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
- Request mediation or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests are made to the Principal.
- Ask for the payment of reasonable attorney fees if you are successful on your claim.
- File a grievance.

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

INTERNET COMPUTER SYSTEM USER POLICY

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

ATTENDANCE

MISSING AND ABSENT CHILDREN

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

ATTENDANCE

The compulsory attendance laws of Ohio are quite clear in describing the importance of daily school attendance. Under the law, students must attend school daily. The only reasons for **excused** absences are:

1. Personal illness
2. A death in the family
3. The observance of a religious holiday
4. Severe illness in the immediate family requiring student attention as verified by physician documentation
5. Court appearance/jury duty
6. If member school transportation is not provided.

Absence from school for any reason other than those listed above is not acceptable and is classified as **unexcused** absence from school.

Students absent for a portion of the day will accumulate absence in the following increments:

Arriving	8:02am-8:22am	Tardy		
Arriving	8:23am-11:19am	½ day absent	Leaving	After 11:19am
Arriving	After 11:19 am	1 day absent	Leaving	8:02am-11:19am

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

All absences, excused and unexcused, except the first out-of-school suspension count in determining loss of credit for the year. An exception, considered on an individual basis, **MAY** be made for chronic or acute illness of a serious nature verified by a written statement from the attending physician. The physician statement is required in the Front Office within one week of the student returning to school. The statement should include the date(s) of absence, reason for the absence, and a statement that the student was unable to be in school on the date(s) in question. All absences, including doctor, subtract from career-tech hours earned.

Absences in excess of 18 per year will result in a loss of credit for the year. Cases will be evaluated on an individual basis for extenuating medical circumstances. Attendance records transfer with students to the Career Center from previous schools.

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

LOSS OF DRIVING PRIVILEGES FOR HABITUAL ABSENCES

When the Superintendent receives information that a student of compulsory school age has been absent **without legitimate excuse** for more than ten (10) consecutive days, or a total of at least fifteen (15) days in any term or semester, the following procedure applies:

1. The Superintendent notifies, in writing, the student and his/her parent(s), guardian, or custodian, and states that information regarding the student's absences has been provided to the Superintendent, and as a result of that information, the student's driving privileges will be denied. Such notification states that the student and his/her parent(s), guardian, or custodian, may appear before the Superintendent/designee to challenge the information provided to the Superintendent.
2. The notice from the Superintendent to the student must include the scheduled time, place, and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place, and date.
3. At the hearing, before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to:
 - A. enrollment in another school or school district in Ohio or another state
 - B. possession of an age and schooling certificate
 - C. a bodily or mental condition that prohibits attendance; or
 - D. participation in a home instruction program.
4. If a habitually absent student does not appear at a hearing before the Superintendent/designee, or if the student does not convince the Superintendent/designee that the absences were legitimate, the Superintendent must notify the Registrar of Motor Vehicles and the juvenile judge. Such notification must be given to the Registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing. Notification to the Registrar of Motor Vehicles and the county judge must comply with Ohio and federal laws.

PROFESSIONAL APPOINTMENT RELEASE TIME

Students are not counted absent when attending a professional appointment when the appointment, including travel time, does not exceed two (2) hours. Professional appointments will be **pre-approved** in the Front Office. Professional appointments include, but are not limited to:

- | | |
|-------------------------------------|-----------------------|
| 1. Doctor appointment | 4. Court appearance |
| 2. Dentist/orthodontist appointment | 5. Driver examination |
| 3. Physical therapy | 6. Job interview |

Appropriate documentation verifying the professional appointment must be presented to the Front Office upon return to school.

PARENT RELEASE

Parents may request, in writing, a student's release from school for family situations in advance of the day(s) to be absent from school; this will be given consideration by the administration on a case-by-case basis. The Career Center permits one excused situation at the family's discretion during the school term for an excused family absence; which does count toward the 18 day attendance policy.

TARDY TO SCHOOL

A student who is tardy to school must report to the Front Office to receive an admit slip. A student who arrives at school after 8:02 am is counted tardy according to the absence policy outlined in the attendance section (page 8) of this handbook. Every five tardies becomes 1 day absence, which counts towards the 18-day attendance policy. Tardies accumulate for the year. Excessive tardies may result in loss of school driving privileges.

TARDY TO CLASS

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

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

EARLY DISMISSAL

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

COLLEGE VISITATION AND/OR MILITARY PROCESSING

Seniors are permitted up to three college or technical school visits and/or military processing days that will not be counted as an absence **if they make arrangements through the Guidance Office at least one week prior to the visit.** An additional day may be granted as an excused absence above the three if necessary. The student must complete a college visitation form in cooperation with the School Counselor. Junior students will be granted one college visitation with prior approval. Students are encouraged to utilize ½ day visitations when applicable.

PROMOTION

GRADING

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

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

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

The school year is divided into four grading periods of approximately nine weeks each.

Grades are computed as follows:

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

HONOR AND MERIT ROLL GUIDELINES

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

REPORT CARDS

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

INTERIM REPORTS

Interim reports are mailed to student homes by the Career Center midway through each grading period.

NOVANET/A+

NOVANET/A+ Internet courses are designed to teach subjects to fit a variety of learning styles and needs of students. A wide selection of subjects are offered. Students enrolled in these courses are subject to the rules listed on the application. Completion of these courses should be ongoing throughout each grading period. All coursework must be completed by the first part of May.

PROMOTION

A student is promoted into the second year of a career-tech program upon successful completion of the first year.

Promotion is denied as a result of any of the following:

Failing any part of the career-tech program (Lab/Related).

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

CAREER-TECH CERTIFICATE / CAREER PASSPORT REQUIREMENTS

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

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

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

RECORDS

- Each student's records are kept in a confidential file.
- Parents/guardians of students under 18, or a student 18 years of age, may submit a written request to the administration for access to inspect the permanent record.
- The School Counselor must be present during the inspection to interpret any item.
- If the parent, guardian, or adult student requests a change or addition to the permanent record, a hearing may be requested with the Superintendent or designated representative.
- The parent, guardian, or adult student may file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or the District's compliance with the Federal Privacy Act.
- A copy of the Board of Education's Policy and the accompanying district regulations is available at the Coshocton County Joint Vocational School District Superintendent's Office.

GENERAL GUIDELINES

DISPLAY OF AFFECTION

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

MOTOR VEHICLES AND PARKING

- All students who drive motor vehicles to and from school while school is in session shall have a complete and accurate vehicle registration form on file in the Criminal Justice Program office by the end of September.
- Registration is required for each motor vehicle a student may drive to and from school. Students must report any change in vehicle registration information. Parking registration forms are obtained from the Criminal Justice teacher or designee.
- Parking spaces for student vehicles will be assigned by the second week of school.
 1. General student parking is in the west lot.
 2. The two rows of parking spaces closest to Hopewell School are Hopewell School property as indicated by the WHITE striping and Career Center parking is prohibited.
- Students shall observe all state, local, and school regulations.
 1. The speed limit on school property is 15 miles per hour.
 2. Students are not permitted to use or possess tobacco in any form. This includes the school parking lot, vehicles, and driveway.
- Upon arriving at school, students must remove keys from ignition, lock and secure their vehicles, and immediately enter the school building.
- Students must have written staff authorization and sign out at the Front Office to return to their vehicles during the day.
- Students who have authorization to leave the school grounds are to leave immediately. At the end of the school day, student vehicles may not leave the parking lot until the school buses have left the entrance area. They may not cross in front of the Career Center or exit through the Hopewell School drive.
- Driving privileges may be suspended for driving violations on and off school grounds.

- All vehicles registered and unregistered on Career Center property are subject to search by faculty, staff, and sheriff authorities when there is reasonable suspicion.
- The local law enforcement agency and CCCC will cooperate in the enforcement of all regulations.

BOOKBAGS

All bookbags, knapsacks, gym bags, duffel bags, large purses, etc. must be kept in lockers during school hours and may not be taken class to class.

TOBACCO, ALCOHOLIC BEVERAGES, DRUGS AND NARCOTICS

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

FIRE ARMS

Pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

CHEATING AND PLAGIARISM

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

STUDENT DRESS CODE

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

GENERAL DRESS REQUIREMENTS

Students are not permitted to wear headgear anywhere in the building, except in labs where headgear is required for safety or part of the lab uniform. This includes: hats, scarves, bandannas, dew-rags, knit caps, athletic headbands, hoodies, etc.
Students are not permitted to wear sunglasses anywhere in the building.
Students are not permitted to wear inappropriate clothing or accessories. This includes any items with: <ul style="list-style-type: none"> • obscene, objectionable, offensive, or profane language/slogans • sexually suggestive topics, pictures, images, words, or slogans • pictures or words representing or relating to alcohol, tobacco, or drugs • any expression or picture deemed unacceptable by any administration or staff member
Clothing or accessories include, but is not limited to: shirts, pants, hats, shoes, belts, belt-buckles, necklaces, earrings, school supplies, etc.
Clothing made of see-through, fishnet, lace, or sheer material is not permitted.

<p>Clothing styled so that the body is covered from the shoulders to the knees is required.</p> <ul style="list-style-type: none"> • Bare midriffs are not permitted. • The neckline of a shirt, blouse, or dress cannot be lower than the top of the armpits. Exposed cleavage is not acceptable.
<p>Clothing with holes or tears is not permitted. (Even if threads cover parts of the holes; no skin should be visible.) This includes items purchased with holes or tears already in them. Covering holes or tears with duct tape and having clothing under the holes is not acceptable.</p>
<p>All tops (t-shirts, blouses, and dresses) must have sleeves.</p> <ul style="list-style-type: none"> • Tank tops, muscle shirts, spaghetti-strap, off-the-shoulder tops are not permitted.
<p>The waistband of a student's slacks, jeans, pants, skirts or other similar type clothing must be worn above the hips. Exposed underwear is not acceptable.</p> <ul style="list-style-type: none"> * Skirt, shorts or dress length must be within 2 inches of the knee or longer. * Pajama-style clothes are not permitted.
<p>Shoes are required at all times for all students.</p> <ul style="list-style-type: none"> • Bare feet are not permitted anywhere in the building.
<p>ANY CLOTHING OR ACCESSORY ITEM JUDGED INAPPROPRIATE OR UNACCEPTABLE BY ANY ADMINISTRATION OR STAFF MEMBER MUST BE CHANGED, REMOVED, OR COVERED IMMEDIATELY. THE STUDENT DRESS CODE APPLIES TO ALL STUDENTS (FULL OR PART-TIME) WHILE ON THE CCCC CAMPUS.</p>

REQUIRED PROGRAM DRESS

Auto Technology, Building Trades, Cosmetology, Culinary Arts, Health Technology, Criminal Justice, Natural Resources and Metal Fabrication students are required to wear specified uniforms during laboratory class time.

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

SAFETY AND PROTECTION

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

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

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

FIRE AND TORNADO EMERGENCIES

The State of Ohio requires that each school have an average of one fire drill per month. Instructions regarding the evacuation of the building are posted in each classroom. Teacher instructions are to be followed. Talking during the drill is not permitted. Tornado drills are held as needed.

HARASSMENT

The Coshocton County Career Center is committed to eliminating and preventing harassment. It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or staff member, or any person associated with the school district on or off District property.

Sexual

- Verbal - Written or oral innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats including those sent or delivered electronically.
- Nonverbal - Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures or sounds, leering, whistling, and the like. This applies to electronic communication as well.
- Physical Contact - Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse.

Gender/Ethnic/Religious/Disability/Height/Weight/Sexual Orientation Harassment

- Verbal - Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, including those sent or delivered electronically, etc.: conducting a "campaign of silence" by refusing to have any form of social interaction with the person.
- Nonverbal - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures. This applies to electronic communication as well.
- Physical - Any intimidating or disparaging action such as hitting, hissing, or spitting.

Recourse

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should promptly take the following steps.

A. If the alleged harasser is a student, staff member, or other person associated with the District other than the Principal, the affected person should, as soon as possible after the incident, contact the Principal or another staff member.

B. If the alleged harasser is the Principal, the affected students should as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by phone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will

be released to anyone not involved with the investigation, except as may be required by law or in the context of legal or administrative proceeding. No one involved will discuss the subject outside the investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly, honestly, and with candor whenever they present harassment allegations or charges. False reports of Harassment are referred to the Superintendent for disciplinary action. Some forms of harassment may be considered a form of child abuse that requires that a report be made to proper authorities.

If any student believes that the District has inadequately applied the principles and/or regulations of (1) Title VI (race, color, national origin) of the Civil Rights Acts of 1964, (2) Title IX (sexual discrimination) of the Educational Amendment Act of 1974, and/or (3) Section 504 (disability) of the Rehabilitation Act of 1973, s/he may bring forward a complaint, which shall be referred to as a grievance to the District's Civil Rights Coordinator: Principal Eddie Dovenbarger, Coshocton County Career Center, 23640 Airport Road Coshocton, Ohio 43812, 740-622-0211.

ILLNESS OR INJURY

A Health Room is located in the Guidance area. Students who are ill or injured are referred to the Guidance Secretary or the Front Office. Parents or guardians are notified and advised of the student's condition by the Guidance or Front Office staff. It is the school's prerogative to decide if medical attention may include emergency treatment by health authorities. Emergency services are called if indicated. Parents or guardians are called if such action takes place. Any expenses incurred in medical treatment are the responsibility of the parent or guardian. Accident reports are documented in the Guidance Office.

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

MEDICATION

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

SCHOOL CLOSINGS FOR INCLEMENT WEATHER

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

Career Center by 10:00 a.m. The following schedule will then be observed for morning classes:

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

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

VISITORS

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

DISCIPLINE PROCEDURES

RIGHT TO AN EDUCATION

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

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

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

STUDENT CONDUCT CODE: RIGHTS AND RESPONSIBILITIES

Students attend Coshocton County Joint Vocational School District under the direction of state law with full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak, or behave as young citizens with a large scope of options. This code, published in accordance with Ohio Revised Code 3313.661, specifies the school's expectations.

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

AFTER-SCHOOL DETENTION

Detention before or after regular school hours is assigned to a student by a teacher or an administrator in an effort to change behavior. Detention is held on Monday through Friday from 7:00 am to 8:00 am and 2:20 pm to 3:00 pm in the Front Office. Detention is to be served within one week of its assignment. Students are to sign-in with the Front Office when reporting to detention. Students are to bring homework or study materials to be used while serving detention. Tasks may be assigned to students who do not bring appropriate study materials to detention. Failure to serve assigned detentions may result in additional detentions or suspension.

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

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

IN-SCHOOL DETENTION

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

IN-SCHOOL SUSPENSION

In-school suspension is the removal of the student from the school schedule by an administrator. The student is given regular classroom/career-tech assignments or other alternative assignments as deemed necessary. During the first in-school suspension, the student will receive credit for the schoolwork completed while serving the in-school suspension. For all subsequent in-school suspensions, the student will not receive credit for the schoolwork missed during in-school suspension except for quizzes and tests.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is assigned at the discretion of the administration and is the removal of the student from all school activities for a maximum of (10) school days. During the first out-of-school suspension, the student will receive credit for the schoolwork completed while serving the out-of-school suspension if the work is submitted on the assigned due dates, either by mail, or by parent, or by the suspended student after 2:30 pm. Quizzes and tests may be made up after school on quiz/test days. For all subsequent out-of-school suspensions, the student will not receive credit for the schoolwork missed during the suspension (including quizzes and tests). Parents or guardians are required to have a conference with administration prior to the suspended student's return to school. After the first out-of-school suspension, all subsequent out-of-school suspensions count towards the 18-day attendance policy.

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

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

EXPULSION

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

DUE PROCESS

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

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

In most cases, the appeal steps are as follows:

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

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

SUGGESTED PENALTY GUIDELINES

VIOLATION	FIRST	SECOND	THIRD
Vehicle, Driving or Parking Lot Violations	1-5 days lost driving Privileges	6-10 days lost driving privileges	30 days – 1 sem. lost driving privileges
Abusive Language	1-3 days suspension	4-6 days suspension	7-10 days suspension
Dress Code Violations	1-3 days suspension	4-6 days suspension	7-10 days suspension
Failure to Comply	1-3 days suspension	4-6 days suspension	7-10 days suspension
Forgery	1-3 days suspension	4-6 days suspension	7-10 days suspension
Harassment	1-3 days suspension	4-6 days suspension	7-10 days suspension
Property Damage	1-3 days suspension	4-6 days suspension	7-10 days suspension
Repeated/Habitual Violations	1-3 days suspension	4-6 days suspension	7-10 days suspension
Safety Violations	1-3 days suspension	4-6 days suspension	7-10 days suspension
Student Demonstration	1-3 days suspension	4-6 days suspension	7-10 days suspension
Tobacco Use/Possession	1-3 days suspension	4-6 days suspension	7-10 days suspension
Truancy	1-3 days suspension	4-6 days suspension	7-10 days suspension
Alcohol/Drugs/Counterfeits Use/Possession	Suspension/Expulsion		
Assault of School Employee	Suspension/Expulsion		
Bomb Threat	Suspension/Expulsion		
False Fire Alarm	Suspension/Expulsion		
Immoral Acts	Suspension/Expulsion		
Other Inappropriate Behavior	Suspension/Expulsion		
Theft	Suspension/Expulsion		
Threatening/Fighting	Suspension/Expulsion		
Dangerous Weapons	Expulsion		
Texting	Automatic zero for the day (including tests/quizzes) and subject to penalties of using cell phone.		
Sexting	Suspension/Expulsion		
Use of Cell Phones	1st Offense: Remove phone to front office until dismissal time at end of student day. 2nd Offense: Remove phone to front office and parent/guardian must make arrangements to pick up phone. 3rd Offense: Phone taken for five consecutive school days (not counting weekends). 4th Offense: Student placed on probation and/or phone locked in safe for remainder of school year.		

SERVICES

CAFETERIA

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

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

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

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

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

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

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

FREE AND REDUCED LUNCH PROGRAM

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

HELP ME GROW

Help Me Grow is a program to assist pregnant and parenting teens. It is available through our Guidance Office, through the auspices of Jobs and Family Services. The phone number is (740) 622-1020. A counselor from this program will be available to students on a regularly scheduled basis.

GRADS

The Coshocton County Joint Vocational School District provides a teen parenting program called Graduation, Reality, and Dual-role Skills (GRADS). The program offers support to pregnant and parenting teens to help them graduate. Students may request services by contacting the GRADS coordinator. Students may be taken out of lab one or two periods per week.

GUIDANCE DEPARTMENT

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

HOME TUTORING FOR EXTENDED ABSENCE

Students with prolonged illnesses, under a doctor's care, may receive homework assignments by calling the Guidance Office. Students needing home tutoring are provided an instructor through the Member School. Contact the School Counselor immediately if home instruction is needed.

LOCKERS

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

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

LOST AND FOUND

All found articles are to be brought to the Front Office. The school is not responsible for replacement of any items lost or stolen.

MEDIA CENTER/COMPUTER LAB

The Media Center/Computer Lab is located across from the restaurant. The materials are provided for student use during the related or academic class period with instructor permission or during any scheduled classroom period.

PICTURES

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

TELEPHONE CALLS

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

TEXTBOOKS

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

TESTS (ACT, SAT, ASVAB, PSAT, OCAP, OGT)

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

TEST SECURITY

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

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

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

TOOL KITS

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

1. Rent a tool kit at \$50.00, payable per school year. (\$25.00 per semester)
2. Payment Plan is available, please see the Treasurer's Office for more information. A Payment Plan Agreement Form will need to be signed by student and parent or guardian. At least four payments will need to be made within the school year until balance is paid in full. The Student Activity Fee of \$20 is not included in the

payment plan and must be paid at the beginning of the school year.

3. No student will be denied any program due to financial reasons.
4. Students are encouraged to secure insurance, if they so desire, to cover loss, theft, or damages for any tools that are owned, rented, or being purchased by them. The school is not responsible for lost or stolen tools, equipment, textbooks, etc.
5. All students in the shop areas will be required to have safety glasses. In most areas it will be necessary for the student to purchase a workbook. These purchases will be made through the Warehouse. Safety glasses may be purchased throughout the year from the Warehouse.
6. Rented tool kits remain the property of the Career Center and are not permitted to leave the building for any reason. Any missing tools from rental tool kits are charged to the renter at current replacement costs plus handling.
7. If fees and rental are not paid, grades and credit will be withheld according to the Ohio Revised Code 3313.642.
8. Student Payments – Payments to the Treasurer's Office for balance due on tool kits, supplies, and workbooks must be made to Mrs. Myndee Hahn, Clerk, before April 30, 2013.

TUTORING SERVICES

Any student needing tutoring services should contact the Guidance Office.

VENDING AREA

This area is open to students before and after school only. In accordance with Federal Requirements, no sales from the vending area are permitted two hours before or two hours following scheduled lunch periods. Items purchased in the vending area must be consumed in the cafeteria area and are not to be taken elsewhere in the building. Students will be permitted to utilize clear water bottles, with clear **WATER ONLY** for personal use with twist on/off lids during the school day (no colored or flavored waters permitted).

WORK PERMITS

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

MEMBER SCHOOL ACTIVITIES

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

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

CAREER CENTER ACTIVITIES

ACTIVITY FEES

All students attending the Career Center are required to pay a \$20 activity fee at the beginning of the school year. This fee covers membership expenses associated with clubs and organizations that the student is involved in at the Career Center. This fee is separate from any home school fees which students are required to pay. Delayed payment of this fee may result in the student being excluded from scheduled club meetings, activities, and field trips. This fee is non-refundable.

EARLY PLACEMENT

The philosophy of Early Placement is to provide for the placement of senior students in jobs related to their field of study as an extension of their educational process. Placement is conducted during the senior year and is designed to help the student make the adjustment from school to work. This is not a co-op program, but a part of the school's total educational program. The student is excused from the lab or shop portion of the school day for employment. The early placement job position is obtained through the efforts of school personnel, the student, or a cooperating employer.

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

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

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

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

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

FIELD TRIPS

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

ORGANIZATIONS

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

- **Distributive Education Clubs of America (DECA):** This national youth organization is designed to develop leadership, scholarship, character, citizenship, and work ethics. The local chapter provides yearlong activities beneficial to individual students, the school, and the community. Some activities include leadership conferences; local, state and national skill competitions; speakers from business and industry; community service; and social activities. Career Skills Investigation students are eligible to join this organization.
- **Skills USA:** Civic, educational, and social activities foster personal development, a respect for the dignity of work, and democratic action. Students have the opportunity to develop their fullest potential in leadership, citizenship, and character through participation in contests, officer elections, community service, leadership conferences, and other similar activities. Auto Technology, Building Trades, Cosmetology, Criminal Justice, Electronics, and Health Technology students are members of this group.
- **Future Farmers of America (FFA):** The National FFA Organization is dedicated to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth and career success through agricultural education. The FFA motto gives members twelve short words to live by as they experience the opportunities in the organization; Learning to Do, Doing to Learn, Earning to Live, Living to Serve. All Natural Resource students are eligible to join this organization.
- **Family, Career and Community Leaders of America (FCCLA):** This national organization provides an opportunity for students in the Culinary Arts and Early Childhood Education programs to participate in a wide variety of civic, leadership, and skill area development activities. Public service is stressed as students experience the joy of “giving back” to their Coshocton County community.
- **American Welding Society (AWS):** This world-renowned organization provides students in the Metal Fabrication program a variety of resources and opportunities unparalleled in the industry. AWS knows that students are the future of the industry. Student chapter meetings afford AWS members the opportunity to exchange information and tips, nurture professional contacts, and interact with other welding and fabricating industry professionals who have common interests, visions, and dreams.
- **Coshocton County Career Center Newspaper:** Career Center students are eligible for membership through application to the advisor. Prior experience on a school paper is not required. The purposes of the newspaper are to promote the growth and development of students; to develop a respect for education; to promote understanding of the responsibilities of citizenship; and to create a civic consciousness.
- **National Technical Honor Society:** Coshocton County Career Center students are eligible for membership based on scholarship, attendance, character, professional ethics, citizenship, service, and leadership. The purposes of the organization are to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal-setting; to

promote a stronger link between local technical institutions and business and industry; and to promote the positive image of technical education in America. Requirements for membership may be obtained from the Guidance Office. Eligibility requirements for membership in the National Technical Honor Society are as follows:

1. Must be a junior or a senior in a career-tech program at the Coshocton County Career Center.
 2. Must have been in attendance at the Coshocton County Career Center for one semester.
 3. First year students must have a cumulative grade point average of 3.50 or higher with no grade below a C. Students in their second year must have a cumulative grade point average of 3.30 or higher with no grade below a C.
 4. Must have 93% attendance or better.
 5. Must have passed all sections of the OGT.
- **Student Council:** This Career Center organization is designed to give students a knowledge of democracy in its real meaning; to establish higher standards of character, conduct, leadership, scholarship, and school spirit; to bring about better cooperation between students and staff; and to promote the general welfare of the student body.

PARTIES AND DANCES

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

RECOGNITION PROGRAMS

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

COMMUNITY/CHARTER SCHOOLS

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

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

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

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

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

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

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

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

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

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

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

TO: Parents/Guardians
FROM: Deborah Kapp-Salupo, Superintendent
DATE: August 20, 2013

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

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

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

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

***Parents of students and adult students have the right, however, to refuse to permit the disclosure of any or all of the above information to third parties. Therefore, if you sign and return the "Refusal to Release Directory Information" form for your child, the District is not permitted to give out the directory information listed above, except where the school system

is permitted by law to do so. This means that the School District cannot give information, without your written, dated and signed consent, about your child to any of the following or place information regarding your child on or in any of the following*:

- | | |
|--------------------------------|---|
| newspaper | athletic programs |
| yearbook | team pictures |
| school website | club pictures |
| perfect attendance list | class T-shirts |
| athletic rosters | parents' night |
| music programs | graduation program |
| building student directories | play programs |
| elementary class pictures | scholarship information |
| student recommendation letters | student awards (month, subject area) |
| bus routes | honor roll lists |
| class lists on school doors | student projects on display in the building |
| web page | birthdays posted with student names |
| awards | class picture |
| yearbook | Valentine's Day cards |
| invitations | Boy/Girl Scouts |

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

Any parent or adult student refusing to have any or all of the designated directory information disclosed must provide written notification to this effect by filling out the form on the next page and returning it to your child's building principal.

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

* * * * *

DIRECTORY INFORMATION

Child's Name: _____
(Please print)

Parent Name: _____
(Please print)

Parent Signature: _____

Date: _____ School: Coshocton County Career Center

- A. **I DO NOT GIVE** the District permission to disclose any directory information regarding the above-listed student without my prior consent, except as otherwise permitted by federal and state law. **[If this box is marked, no other boxes on this form need to be marked.]**
- B. **I GIVE** the District permission to disclose directory information about my child.
- C. The District **MAY ONLY RELEASE** the following types of directory information to the following person(s) for the following reasons. (For example, you can permit the District to disclose directory information only to the newspaper for publication of the honor roll. Or, you could choose to permit the District to release all types of directory information as permitted by law, except on the District's web site.) Please specify your wishes below.

Person to whom directory information can be disclosed:	Reason for Release:
_____	_____

- D. The District is **not** permitted to release the following information to a military recruiter or institution of higher education (check 1, 2, or all):
 - Student's Name
 - Student's Address
 - Student's Telephone Number

Please return this form so we can best carry out your wishes with respect to the disclosure of directory information about your child. If you have any questions regarding this, call the building principal.

I have read the Career Center student handbook; I understand and accept the policies established by the CCJVSD Board of Education, which are detailed in the student/parent handbook. If I have any questions, I can contact the Career Center for more information.

Student Signature

Student Name (Printed)

Parent/Guardian Signature

Date

RETURN A COPY OF THIS FORM TO YOUR BUILDING PRINCIPAL