



**STUDENT - PARENT
HANDBOOK
2018-2019**

WE STAND FOR
CAREERS

COMMITMENT **ATTITUDE** **RESPECT** **EDUCATION** **EMPLOYABILITY** **RESPONSIBILITY** **SKILLS**

COSHOCTON COUNTY CAREER CENTER

MISSION STATEMENT

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

BELIEF STATEMENT

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

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

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

Section 504

Rick Raach, Superintendent, 23640 Airport Road, Coshocton, OH 43812,
740/622-0211, ext. 1104, rick.raach@coshoctoncareers.org

Title IX

Rick Raach, Superintendent, 23640 Airport Road, Coshocton, OH 43812,
740/622-0211, ext. 1104, rick.raach@coshoctoncareers.org and
Tammy Hess, Treasurer, 23640 Airport Road, Coshocton, OH 43812, 740/622-0211,
ext. 1109, tammy.hess@coshoctoncareers.org

2018-2019 STUDENT/PARENT HANDBOOK

COSHOCTON COUNTY CAREER CENTER

23640 Airport Road
Coshocton, Ohio 43812-9599

Phone: 740-622-0211

Fax: 740-623-4651

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

Superintendent: Mr. Rick Raach
Principal: Mr. Eddie Dovenbarger
School Counselor: Mr. Doug Nagle



This handbook planner belongs to:

Name _____

Program _____

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

TABLE OF CONTENTS

4	2018-2019 SCHOOL CALENDAR
5	GENERAL INFORMATION
5	OPERATING PROCEDURES
5	ENROLLMENT STATUS
5	CHANGE OF ADDRESS
5	EMERGENCY MEDICAL FORMS
6	PROOF OF INSURANCE
6	TRANSFER PROCEDURE
6	DISABLED STUDENT EDUCATION/RIGHTS
6	RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT
7	INTERNET COMPUTER SYSTEM USER POLICY
7	ATTENDANCE
7	MISSING AND ABSENT CHILDREN
7	ATTENDANCE
8	LOSS OF DRIVING PRIVILEGES FOR HABITUAL ABSENCES
9	PARENT RELEASE
9	TARDY TO SCHOOL
9	TARDY TO CLASS
10	EARLY DISMISSAL
10	COLLEGE VISITATION AND/OR MILITARY PROCESSING
10	PROMOTION
10	GRADING
10	GRADING GUIDELINES
11	HONOR AND MERIT ROLL GUIDELINES
11	REPORT CARDS
11	MAKE UP COURSES VIA A+
11	PROMOTION
11	CERTIFICATE & CAREER PASSPORT REQUIREMENTS
12	RECORDS
12	GENERAL GUIDELINES
12	DISPLAY OF AFFECTION
12	MOTOR VEHICLES AND PARKING
13	TOBACCO, ALCOHOL, DRUGS AND NARCOTICS
13	WEAPONS
14	CHEATING AND PLAGIARISM
14	STUDENT DRESS CODE
14	GENERAL DRESS REQUIREMENTS
15	REQUIRED PROGRAM DRESS
15	SAFETY AND PROTECTION
15	VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
16	EMERGENCY EVACUATION
16	FIRE AND TORNADO EMERGENCIES
16	HARASSMENT
17	BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR
22	ILLNESS OR INJURY
22	MEDICATION
22	SCHOOL CLOSINGS FOR INCLEMENT WEATHER
23	VISITORS

23	DISCIPLINE PROCEDURES
23	RIGHT TO AN EDUCATION
23	STUDENT CONDUCT CODE
24	AFTER-SCHOOL DETENTION
24	IN-SCHOOL DETENTION
24	IN-SCHOOL SUSPENSION
24	OUT-OF-SCHOOL SUSPENSION
25	EXPULSION
25	DUE PROCESS
26	SUGGESTED PENALTY GUIDELINES
27	SERVICES
27	CAFETERIA
27	FREE AND REDUCED LUNCH PROGRAM
27	HELP ME GROW
27	GUIDANCE DEPARTMENT
27	HOME TUTORING FOR EXTENDED ABSENCE
28	LOCKERS
28	LOST AND FOUND
28	PICTURES
28	TELEPHONE CALLS
28	TEXTBOOKS
28	TESTS (ACT, SAT, ASVAB, PSAT, WebXam, OGT, EOC)
29	TEST SECURITY
29	SUPPLIES / WORKBOOKS
29	WORK PERMITS
29	MEMBER SCHOOL ACTIVITIES
30	CAREER CENTER ACTIVITIES
30	ACTIVITY FEES
30	EARLY PLACEMENT
31	FIELD TRIPS
31	ORGANIZATIONS
32	PARTIES AND DANCES
32	RECOGNITION PROGRAMS
32	COMMUNITY/CHARTER SCHOOLS
33	NOTIFICATION OF RIGHTS (FERPA)
35	NOTICE OF DESIGNATION OF DIRECTORY INFORMATION
37	DIRECTORY INFORMATION

COSHOCTON COUNTY CAREER CENTER

2018 - 2019

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

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

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

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

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

March	March						
	S	M	T	W	T	F	S
End of 3rd 9 weeks: 21st							
No School Staff/Students: 22nd						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

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

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

December	December						
	S	M	T	W	T	F	S
Sophomore Visitator: 6th (S.D. 13th)							1
SPIN Night: 11th (S.D. 18th)							1
Christmas Break: 24th - Jan. 2nd							
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

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

Student Instructional Time
170 Days
- 4 Days (Permitted to Coach + 2 P/T Conf. Days + 2 In Service Days)
166 Total Student Instructional Days

Teacher Instructional Time
185 Days

- Holiday (No School)
- P/T Conference Exchange Day (No School)
- Teacher Inservice (No School)
- End of Nine Weeks
- Special Events taking place at CCCC

Potential Make-up Hours:
March 22nd, May 24th, 26th, 29th, & 30th

Nine Weeks
October 26 - 46 days
January 11 - 44 days
March 21 - 46 days
May 23 - 41 days

TOTAL HOURS OF INSTRUCTION: 1046.64

Public Hearing: 3/14/2018

Board Approved: 4/19/2018

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

ENROLLMENT STATUS

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

CHANGE OF ADDRESS

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

EMERGENCY MEDICAL FORMS

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

names must be listed giving authorization for medical/school decisions. Only those names listed will be used for student contacts/permission.

PROOF OF INSURANCE

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

TRANSFER PROCEDURE

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

DISABLED STUDENT EDUCATION/RIGHTS

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

RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT

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

You have the right to:

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

to you than would be incurred if the student were placed in a program operated by the District.

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

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

INTERNET COMPUTER SYSTEM USER POLICY

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

ATTENDANCE

MISSING AND ABSENT CHILDREN

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

ATTENDANCE

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

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

Absence from school for any reason other than those listed above is not acceptable and is classified as **unexcused** absence from school and subject to loss of credit for the day and possible legal action. All absences, excused or unexcused, will count towards all hours missed. Tardies to school are from 8:00 a.m. until 8:30 a.m.

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

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

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

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

LOSS OF DRIVING PRIVILEGES FOR HABITUAL ABSENCES

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

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

PARENT RELEASE

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

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 8:00 am is counted tardy. Every eight tardies equal one Thursday school. 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. This includes all students, **18 and older**, unless emancipated. Calls should be made through office staff only.

COLLEGE VISITATION AND/OR MILITARY PROCESSING

Seniors are permitted up to three college or technical school visits and/or military processing days that will be counted as an excused absence **if they make arrangements through the Guidance Office at least one week prior to the visit.** An additional day may be granted as an excused absence above the three if necessary. The student must complete and return a signed college visitation form in cooperation with the School Counselor. Junior students will be granted one college visitation with prior approval. Students are encouraged to utilize ½ day visitations when applicable. All visitation days are subject to students' grades and attendance and completion of the permission form.

PROMOTION

GRADING

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

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

A 90-100%	B 80-89%	C 70-79%	D 60-69%	F 0-59%
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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.
- Semester grades are determined by averaging the two nine-week grades for year-long courses; and for a semester long course, grades are determined by averaging the two nine-week grades and the end-of-course exam/final exam.

- Yearly grades are determined by averaging the four nine-week grades and the end-of-course exam/final exam. Grades will have the following value: four nine-week grades equal 4/5, and the end-of-course exam equals 1/5. Semester courses will consist of two(2) nine weeks and a semester exam, the nine weeks will count as 40% each and the exam will count for 20%, students must pass two of the three possible grades to pass the course.
- Students must have at least a 60% yearly average to pass a class. **Students cannot fail all four grading periods; students must pass either the fourth nine weeks OR the final exam to pass a course for the year.**

HONOR AND MERIT ROLL GUIDELINES

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

REPORT CARDS

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

MAKE UP COURSES VIA A+

A+ Internet courses are designed to teach subjects to fit a variety of learning styles and needs of students. A wide selection of subjects are offered. 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. This option is only available for credit recovery classes.

PROMOTION

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

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

CAREER-TECH CERTIFICATE / CAREER PASSPORT REQUIREMENTS

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

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

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

RECORDS

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

GENERAL GUIDELINES

DISPLAY OF AFFECTION

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

MOTOR VEHICLES AND PARKING

- All students who drive motor vehicles to and from school while school is in session shall have a complete and accurate vehicle registration form on file in the Criminal Justice Program office by the end of September (or when driving privileges start if after September).
- Registration is required for each motor vehicle a student may drive to and from school. Students must report any change in vehicle registration information. Parking registration forms are obtained from the Criminal Justice teacher or designee.
 1. General student parking is in the west lot.
 2. The two rows of parking spaces closest to Hopewell School are Hopewell School property and Career Center parking is prohibited.
- Students shall observe all state, local, and school regulations.
 1. The speed limit on school property is 15 miles per hour.

2. Students are not permitted to use or possess tobacco in any form. This includes the school parking lot, vehicles, and driveway.
- Upon arriving at school, students must remove keys from ignition, lock and secure their vehicles, and immediately enter the school building.
 - Students must have written staff authorization and sign out at the Front Office to return to their vehicles during the day.
 - Students who have authorization to leave the school grounds are to leave immediately. At the end of the school day, student vehicles may not leave the parking lot until the school buses have left the entrance area. They may not cross in front of the Career Center or exit through the Hopewell School drive.
 - Driving privileges may be suspended for driving violations on and off school grounds.
 - All vehicles registered and unregistered on Career Center property are subject to search by faculty, staff, and sheriff authorities when there is reasonable suspicion.
 - The local law enforcement agency and CCCC will cooperate in the enforcement of all regulations.

TOBACCO, ALCOHOLIC BEVERAGES, DRUGS AND NARCOTICS

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

WEAPONS

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

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

Policy exceptions include:

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

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

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

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

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

CHEATING AND PLAGIARISM

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

STUDENT DRESS CODE

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

GENERAL DRESS REQUIREMENTS

Students are not permitted to wear headgear anywhere in the building, except in labs where headgear is required for safety or part of the lab uniform. This includes: hats, bandannas, dew-rags, knit caps, hoodies, etc.
Students are not permitted to wear sunglasses anywhere in the building.
Students are not permitted to wear inappropriate clothing or accessories. This includes any items with: <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.
Clothing styled so that the body is covered from the shoulders to the knees is required with no skin visible.
Jeans may have holes as long as no skin and/or undergarments are visible from the neck to the knee, no excessive holes and none in inappropriate areas of the body.
All tops (t-shirts, blouses, and dresses) must have sleeves. <ul style="list-style-type: none"> • Tank tops, muscle shirts, spaghetti-strap, off-the-shoulder tops are not permitted.
The waistband of a student's slacks, jeans, pants, skirts or other similar type clothing must be worn above the hips. Exposed underwear is not acceptable. <ul style="list-style-type: none"> • Skirt, shorts or dress length must be within <u>2 inches</u> of the knee or longer. • Pajama-style clothes are not permitted.
Shoes are required at all times for all students.
ANY CLOTHING OR ACCESSORY ITEM JUDGED INAPPROPRIATE OR UNACCEPTABLE BY ANY ADMINISTRATION MUST BE CHANGED, REMOVED, OR COVERED IMMEDIATELY. THE STUDENT DRESS CODE APPLIES TO ALL STUDENTS (FULL OR PART-TIME) WHILE ON THE CCCC CAMPUS.

REQUIRED PROGRAM DRESS

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

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

SAFETY AND PROTECTION

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

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

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

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

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

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

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

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

EMERGENCY EVACUATION

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

FIRE AND TORNADO EMERGENCIES

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

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. 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.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and

is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Director/Principal or Assistant Director/Principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Director/Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Director/Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Director/Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director/Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director/Principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director/Principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director/Principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director/Principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying

administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director/Principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

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 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. (Students should never make these calls themselves.) Emergency services are called if indicated. Parents or guardians are called if such action takes place. Any expenses incurred in medical treatment are the responsibility of the parent or guardian. Accident reports are documented in the Guidance Office.

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

MEDICATION

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

SCHOOL CLOSINGS FOR INCLEMENT WEATHER

The Career Center will only use a 2-hour delay when all three home schools are on a 2-hour delay or a combination of delays and closures, or at the Superintendent's discretion. On days when the Career Center is on a 2-hour delay, all students should arrive at the Career Center before 10:00 a.m. If your high school is in session and provides transportation, either ride the bus to the high school and remain at the high school until the CCCC is open and the school provides bussing or provide your own transportation at the new start time.

The following schedule will then be observed for morning classes:

10:00 - 10:15	1 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 may be expected to attend school as normally scheduled for that day.

VISITORS

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

DISCIPLINE PROCEDURES

RIGHT TO AN EDUCATION

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

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

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

STUDENT CONDUCT CODE: RIGHTS AND RESPONSIBILITIES

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

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

AFTER-SCHOOL DETENTION

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

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

- being in hall without a pass
- 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 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 conversation with administration prior to the suspended student's return to school.

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

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

EXPULSION

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

DUE PROCESS

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

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

In most cases, the appeal steps are as follows:

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

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

SUGGESTED PENALTY GUIDELINES

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

SERVICES

CAFETERIA

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

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

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

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

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

- They may use the restroom if needed with appropriate pass.
- 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 as needed basis.

GUIDANCE DEPARTMENT

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

HOME TUTORING FOR EXTENDED ABSENCE

Students with prolonged illnesses, under a doctor's care, may receive homework assignments by calling the Guidance Office. 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. It is the student's responsibility to keep the locker clean and in good order at all times. Combinations are not to be shared with classmates. Students use only the locker assigned to them. You are responsible for your locker and its content.

LOST AND FOUND

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

PICTURES

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

TELEPHONE CALLS

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

TEXTBOOKS

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

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

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

TEST SECURITY

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

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

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

SUPPLIES/WORKBOOKS

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

1. Payment Plan is available, please see the Treasurer's Office for more information. Payments will need to be made within the school year until balance is paid in full. The Student Activity Fee of \$25 is not included in the payment plan and must be paid at the beginning of the school year.
2. No student will be denied any program due to financial reasons.
3. Students are encouraged to secure insurance, if they so desire, to cover loss, theft, or damages for any tools that are owned, rented, or being purchased by them. The school is not responsible for lost or stolen tools, equipment, textbooks, etc.
4. All students in the shop areas will be required to have safety glasses. In most areas it will be necessary for the student to purchase a workbook. These purchases will be made through the Warehouse. Safety glasses may be purchased throughout the year from the Warehouse.
5. Student Payments – Payments to the Treasurer's Office for balance due on tool kits, supplies, and workbooks must be made to the clerk before passport ceremony.

WORK PERMITS

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

MEMBER SCHOOL ACTIVITIES

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

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

CAREER CENTER ACTIVITIES

ACTIVITY FEES

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

EARLY PLACEMENT

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

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

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

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

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

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

FIELD TRIPS

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

ORGANIZATIONS

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

- **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, Construction Technology, Metal Fabrication, Cosmetology, Criminal Justice, Electronics, Health Technology and Network Information and Computer Systems students are members of this group.
- **Future Farmers of America (FFA):** The National FFA Organization is dedicated to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth and career success through agricultural education. The FFA motto gives members twelve short words to live by as they experience the opportunities in the organization; Learning to Do, Doing to Learn, Earning to Live, Living to Serve. All Natural Resource students are eligible to join this organization.
- **Family, Career and Community Leaders of America (FCCLA):** This national organization provides an opportunity for students in the Culinary Arts and Early Childhood Education programs to participate in a wide variety of civic, leadership, and skill area development activities. Public service is stressed as students experience the joy of "giving back" to their Coshocton County community.
- **National Technical Honor Society:** Coshocton County Career Center students are eligible for membership based on scholarship, attendance, character, professional ethics, citizenship, service, and leadership. The purposes of the organization are to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal-setting; to promote a stronger link between local technical institutions and business and industry; and to promote the positive image of technical education in America. Eligibility requirements for membership in the

National Technical Honor Society are as follows:

1. Must be a junior or a senior in a career-tech program at the Coshocton County Career Center.
 2. Must have been in attendance at the Coshocton County Career Center for one semester.
 3. First year students must have a cumulative grade point average of 3.30 or higher.
 4. Second year students must have a cumulative grade point average of 3.00 or higher.
 5. Must have 95% attendance or better.
 6. Students must maintain an "A" average on their report cards for the career-tech program lab and/or related courses.
- **Student Council:** This Career Center organization is designed to give students a knowledge of democracy in its real meaning; to establish higher standards of character, conduct, leadership, scholarship, and school spirit; to bring about better cooperation between students and staff; and to promote the general welfare of the student body.

PARTIES AND DANCES

Parties and dances are sometimes scheduled 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.

PLEASE SEE NEXT PAGE

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

TO: Parents/Guardians
FROM: Rick Raach, Superintendent
DATE: August 20, 2018

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