

# Student Handbook



## **Collins Career Technical Center**

*"We Make Career Dreams Come True"*

2018-2019

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**Steve Dodgion**  
Superintendent

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## Foreword

Welcome to your Career Technical Center. Your opportunity to attend the CCTC represents a cooperative effort to many people, including interested citizens, parents, instructors and school administrators.

You will have the advantage of modern facilities and equipment. Our staff is recognized as possessing a high degree of competency in their particular skill areas and is deeply interested in working with students in the development of marketable skills.

This handbook has been developed and approved by the Lawrence County Vocational School District Board of Education to serve as a guide. We hope it will answer many questions and help us work together to achieve your goals.

Steve Dodgion,  
Superintendent

## Board Members

<b>President</b>	Robert Pleasant
<b>Vice President</b>	Ray Malone
<b>Treasurer</b>	Richard Sketel
<b>Members</b>	Tim Johnson
	Phil Carpenter
	Jeanie Harmon

## Mission Statement

The Mission of the Collins Career Technical Center is to prepare youth and adults to enter, compete and advance in an ever-changing world of work.

## Accreditation

The Collins Career Technical Center offers twenty-four programs to junior and senior high school students. The school is accredited by the North Central Association of Colleges and Schools Commission on Schools. The CCTC meets or exceeds all requirements of the Department of Education of the State of Ohio.

Revised June 2018

**Collins Career Technical Center**  
**2018/2019 School Calendar**

Tuesday-Wednesday, August 14-15	Teacher In-Service
Thursday, August 16	First Day of School
Monday, September 3	Labor Day (No School)
Friday, September 14	Mid-Term Reports
Tuesday, October 9	Principal/Counselor Meeting
Wednesday, October 17	End of 1 <sup>st</sup> 9 weeks (44 Days)
<b>TBA</b>	<b>Advisory Committee Meeting</b>
Thursday, October 18	Teacher In-Service 3-5pm Parent Teacher Conference 5-8pm
Tuesday, November 6	Election Day (No School)
Tuesday, November 20	Mid-Term Reports
Wednesday, November 21 - Monday, November 26	Thanksgiving Break (No School)
Tuesday, December 11	Principal/Counselor Meeting
December 3 – January 11	Fall End of Course Exam Window
December 21 - January 2	Christmas Break (No School)
Friday, January 4	End of 2 <sup>nd</sup> 9 Weeks (43 Days) End of 1 <sup>st</sup> Semester (87 Days)
Monday, January 21	Martin Luther King Day (No School)
Wednesday, February 6	Mid-Term Reports
Tuesday, February 12	Principal/Counselor Meeting
Friday, February 15, Monday, February 18	President's Day Weekend (No School)
Wednesday, March 13	End of 3 <sup>rd</sup> 9 Weeks (45 Days)
Thursday, March 14	Teacher In-Service 3-5pm Parent Teacher Conference 5-8pm
April 1 – May 10	Spring End of Course Exam Window
Tuesday, April 9	Principal/Counselor Meeting
Friday, April 12	Mid-Term Reports
Friday, April 19 – Friday, April 26	Spring Break (No School)
<b>TBA</b>	<b>Teacher In-Service 3-5pm Advisory Committee 5-7pm</b>
Thursday, May 16	Completion Ceremony
Friday, May 24	<b>Last Day of School</b> End of 4 <sup>th</sup> 9 Weeks (46 Days) End of 2 <sup>nd</sup> Semester (91 Days)
	Days of Instruction 178

**178 Days of Instruction**  
**3 Staff Development Days (3rd day = 3 – 2hr Sessions)**  
**2 Parent-Teacher Conference Days**  
**183 Total Calendar Days**

**NOTE:** February 15, April 22,23,24,25,26 or days added to the end of the school year will be used to make up days.

## Philosophy

The faculty, staff, administration, and Board of Education of the Lawrence County Vocational School District individually and collectively hold the responsibility of providing educational opportunities in the school service community, based upon the following principles:

1. Education holds a central position in the creation, development and nurturing of a society.
2. Education should be constantly cognizant of the fact that all persons are individuals of worth and are entitled to be treated with dignity and respect.
3. Education functions under the realization that equal opportunity to access and to benefit from teaching and learning must be offered to all persons.
4. Education should provide opportunity for faculty and staff members to grow in their professional competencies.
5. Education provides the opportunity for all citizens in a democratic society to explore, to discover, and to develop their special aptitudes and interests.
6. Education holds as a sacred trust its responsibility to assist persons in their quest for a fulfilling career and meaningful life, and for responsible citizenship in a world characterized by change.

## Zero Tolerance Policy

The Board of Education will not tolerate violent, disruptive, or inappropriate behavior by its students and such behavior is prohibited as set forth in the "Student Code of Conduct. Moreover, in compliance with ORC 3313.534, the Board also has a Zero Tolerance policy for excessive truancy and truancy from school resulting in disciplinary action as set forth in the Board's Student Attendance Regulation and HB 410.

## School Day Schedule

Classes begin at 8:05 a.m. and end at 2:30 p.m. Once on school premises, students are not to leave without written permission.

<b>Bell Schedule</b>		
Homeroom	8:05 - 8:40	35 Minutes
Morning Session (1st Half)	8:43 - 10:15 / 10:48	92/125 Minutes
1st Lunch (Health and Services)	10:15 - 10:45	30 Minutes
2nd Lunch (T&I and Technology)	10:48 - 11:18	30 Minutes
Morning Session (2nd Half)	10:48 / 11:18 - 11:44	56/26 Minutes
Afternoon Session	11:47 - 2:30	163 Minutes
Dismissal - 2:30		

Academic Planning - 8:00am - 8:40am

Program Planning - 1:50 pm - 2:30 pm

Note: Morning half beginning and end times dependent on which lunch session the student is assigned to.

## Attendance

The Board of Education believes that there is a direct correlation between a student's academic success, his/her attendance, and the amount of quality time that is actually spent on instruction and learning activities. Frequent absence from school disrupts the continuity of the instruction process. As a result, the benefit of classroom and laboratory instruction is lost and can never be entirely regained, even by make-up work.

**Board of Education**  
**Lawrence Co. J.V.S. School District**

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## Attendance Policy

Revised July 1, 2017

The educational programs offered by the Lawrence County J.V.S District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in additional consequences for the student and/or the parent/guardian of the school age student.

The Board considers the following factors to be reasonable excuses for time missed at school:

1. Personal illness (a written physician's statement verifying the illness may be required)
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Necessary situation at home due to absence or incapacity of parents(s)/guardian(s) and must have approval by the Principal/Assistant Principal
6. Observation or celebration of a bona fide religious holiday
7. Out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity with prior approval by the Principal or Assistant Principal
8. Any classroom assignment missed due to the absence shall be completed by the student and shall be turned in within 5 days of the student's return to school
9. Such good cause as may be acceptable to the Superintendent or his/her designee
10. Medically necessary leave for a pregnant student with Doctor approved orders to be absent from school

Attendance need not always be within the school facilities; A student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study. This includes apprenticeships, internships, and job shadowing. An attendance sheet shall be turned into the school by the supervising staff member at the end of each week.

**Board of Education  
Lawrence Co. J.V.S. School District**

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The Superintendent or his/her designee may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may, at the discretion of the Superintendent or his/her designee, be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

1. The student was enrolled in another school district;
2. The student was excused from attendance in accordance with R.C. 3321.04; or
3. The student has received an age and schooling certificate (work permit).

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent or his/her designee to file a complaint with the Judge of the Juvenile Court (following a checklist) and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

**Board of Education  
Lawrence Co. J.V.S. School District**

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In order to address the attendance practices of a student who is habitually truant, initially determined by absence of the student without an excuse for thirty (30) or more consecutive hours; forty-two (42) hours or more in one month; or seventy-two (72) or more hours in one school year; the Board authorizes the Superintendent or his/her designee to take any of the following intervention actions:

1. Assign the student to a truancy intervention program
2. Provide counseling to the student
3. Request the student's parent to attend a parental mediation program
4. Request a parent to attend a truancy prevention medication program
5. Notify the Registrar of Motor Vehicles of the student's absences
6. Take appropriate legal action
7. Assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

Chronic absenteeism percentage that is less than five (5%) percent, as displayed on the school district's most recent report card, would be exempt from the requirement. Chronic absenteeism over five (5%) percent would require the school district to assign habitually truant students to an absence intervention team as stipulated in ORC 3321.191.

The Lawrence County Juvenile Court has created a checklist as a guide to comply with prior to the referral of the habitually absent student to the court. See attachment.

The Superintendent or his/her designee is authorized to establish an education program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

**Board of Education**  
**Lawrence Co. J.V.S. School District**

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The Superintendent or his/her designee shall develop administrative guidelines that:

1. Establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13(B)(2);
2. Establish a school session which is in conformity with the requirements of the rules of the State Board;
3. Govern the keeping of attendance records in accordance with the rules of the State Board;
4. Identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her education program and plan to meet particular needs and interests;
5. Provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
6. Refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

**Board of Education**  
**Lawrence Co. J.V.S. School District**

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Whenever any student of compulsory school age (age 6-18) has been absent thirty-eight (38) hours in a single month with or without a legitimate excuse; or a total of sixty-five (65) hours absent during the school year with or without a legitimate excuse, s/he is considered excessively absent. The Board authorizes the Superintendent or his/her designee to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

If a student transfers from one Lawrence County School to another, the student's absence record will follow the student and all appropriate policies and laws will apply.

## **Tardiness**

A student who reports after 8:05 am and before 9:00 am will be counted tardy unless arriving on a bus.

## Returning to School After an Absence

The student must report first to the office of student services to receive a class admittance slip. The student will present the following:

- Date of return
- Student's full name
- Number and dates of days missed
- Reason for absence
- Signature of parent/legal guardian, or
- Other verification of absence (ex. Doctor's excuse)
- Upon returning to class, a student must complete work missed. It is the student's responsibility to ask the instructor for make-up work.

## Mentorship Programs In Health Tech Prep

Students who are enrolled in Health Tech Prep programs are required to attend clinical experiences located at community locations (an example would be Heartland). These are documented as a portion of the approved curriculum offering and will be under the same scrutiny and will follow the same rules as if in attendance at the Collins Career Technical Center. These students will be answerable to representatives from the approved facilities, as well as Collins Career Technical Center staff.

## Make-up Work

Make-up work will be provided to students after an absence. All make-up work must be completed within five (5) days of the student's return to school.

## Early Dismissals

All early dismissal permits must be obtained from the principal/assistant principal. If the student is under 18 years old, the student cannot leave school for any reason without first contacting a parent or guardian. Early dismissals for students who are serving ALC or who are not in compliance with the attendance policy will not be granted, with the exception of circumstances judged sufficient by school authorities.

Students are not to be excused by any instructor to leave school property without authorization from administration.

## School Closings

When the decision to close the career technical center is made, the following media and TV newsrooms are immediately notified: WOWK, WSAZ (TV); WTCR, WDGG, and WKEE (Radio). Please do not call school personnel, the school office, or the media; listen to your radio or TV for announcements. Also, students will be notified by an automated calling system when the school is closed, and the closure will be posted on our social media outlets.

If the CCTC is open and your home school is closed, you are not required to attend the career center. However, if your home school is closed, but provides transportation when the CCTC is open; you are required to be in attendance.

## Grades

At least one grade per week is to be entered in progress book by each teacher.

The grading system divides the school year into two semesters with two 9-weeks grading periods in each semester. Report cards, issued at the end of each nine weeks grading period, will report the letter grades for students based upon the following scale:

Letter Grade	Percent	Numerical Score
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
D	60 - 69	1.0
F	0 - 59	0.0

Parents of students failing any grading period will be notified and invited to a school wide Parent Teacher Conference or a requested conference. Requested conferences will be scheduled during working hours at a time convenient to both the parent/guardian and the instructor.

## Senior Skip Day

Collins Career Technical Center does not recognize Senior Skip Day. All students absent that day without a legitimate excuse will be considered truant. Proper disciplinary action will be taken if such violations of policy occur.

## Plagiarism/Cheating Policy

Plagiarism and cheating are offenses against the integrity of the courses being taught at the Collins Career Technical Center. This involves intellectual dishonesty, deceptions and fraud, which inhibit the honest exchange of ideas. Cheating is any form of intellectual dishonesty or misrepresentation of one's knowledge. Plagiarism, a form of cheating, consists of representing someone else's work as one's

own. Students who are caught cheating or using plagiarism will receive "0" credit for the test or assignment in question. Discipline action may also follow the "0" credit.

## Prom

Students who attend the CCTC Prom must be between the ages of (16-20). Students will be required to show evidence of their age prior to registering for prom. Students are subject to the student code of conduct while in attendance of the CCTC Prom. Students attending prom must be in compliance of the school attendance policy in order to attend the prom. Special circumstances will be decided by the administration. Students who are repeat offenders (ALC, alternative school) will be evaluated on a case-by-case basis.

## Credit Recovery

In accordance with state law, the Collins Career Technical Center has the ability to offer credit recovery classes. For information concerning credit flexibility options, please visit CCTC student services for details.

## (Academic Program) Make-Up Policy

Students may make up work for missed days under the following guidelines. For both excused and unexcused absences, the student will have five (5) days to make up their work upon their return to school. For extended consecutive absences,

the student's teachers and a designated administrator or supervisor will determine an appropriate number of days (not to exceed the total consecutive number of excused or unexcused absences) to allow for the student to make up their work.

## Catch up Café/Lab Lockout

Students who do not turn in assignments to their teacher will be assigned catch up café by the Principal. Student will have until the next school day to turn the work into the teacher or the work will be done in the ALC room or another specified location during the student's scheduled lab time. Failure to complete the work will result in disciplinary action. If not completing in 3 days from issuance refer to assistant principal for discipline.

## Credits

Students who receive passing grades will earn credits each year as follows: all classes are one (1) credit each **except** lab, which has a value of four (4) credits for a total of eight (8) credits.

## Certificates

Career Technical Certificate Requirements

1. **Completion with Honors** - 95% Attendance / Complete all CCTC coursework with a 3.0 GPA or better / Pass EOC testing for program (WebXams) / Successful completion of senior capstone project.
2. **Completion with Distinction** - 93% Attendance / Complete all CCTC coursework with a 2.5 GPA or better / Pass EOC testing for program (WebXams) / Successful completion of senior capstone project.
3. **Completion (designated program)** - Meets minimum requirements of all CCTC coursework and a diploma in the state of Ohio / Pass EOC testing for program (WebXams) / Successful completion of senior capstone project.
4. **Completion** - Meets minimum requirements of a diploma in the state of Ohio / Successful completion of senior capstone project.

**Include competency sheet of skills. GPA calculated by student services.**

## Student Records

In accordance with Section 438 of Public Law 93-380, known as the "Family Education Rights and Privacy Act of 1974," parents and students have the right to inspect and review all official school records directly related to their children and 18 year old students must give written consent if any information is released by the school.

## Adult Education and College Enrollment

Upon graduation students will be eligible to enter any Adult Education program or state supported college or university. Some private schools require courses that can be acquired only through summer school or prior to coming to CCTC. This limitation should be considered when choosing an institution of higher education.

## Student Fees

If applicable, students will be required to pay a sixty-five (\$65) dollar lab fee each school year. All fees are to be paid by the end of the 1st 9 weeks, (unless other arrangements are approved.) A student who withdraws during the 1st grading period will be assessed 50% of the fee. **NOTE: some programs may require additional expenses.** Students will be responsible for damage to property if the loss is due to student negligence. Payments may be made by check if the check is for the exact amount of the payment. During the month of May, **NO** personal checks will be accepted. If it becomes necessary, in the case of a student who refuses to take care of these matters, it is permissible by law to withhold grades and school records. (Ohio Revised Code 3313.642).

## Textbooks

Textbooks are the property of CCTC and are provided to the student for use in academic and related subjects. No charge will be made for normal use; however, excessive wear (beyond normal use), damage, and loss will cause the student to be assessed a fee.

## Change of Program

Requests to change vocational programs will be considered following proper procedure. If a student desires to change programs, he/she must first contact his/her academy director or supervisor for a form. The student then needs to have the form signed by the current and the desired instructor. Once signed, the student needs to return the form to his/her academy director or supervisor, who will approve or deny the request. If approved, the student will be directed to student services to make the change. Changes are not always possible, but if the change is in the best interest of the student and space is available in the preferred program, every effort will be made to facilitate the change.

## Emergency Medical Cards

Emergency medical cards will be given to all students during the first week of school by each program instructor. These are to be completed by the parent/guardian and returned to the program teacher. Failure to return the cards by the specified time will result in the student not participating in lab activities until which time the card is returned. Program instructors will check progress book or speak to the academic teachers to determine which academic class the student should attend.

## Announcements

Morning announcements on the intercom system will be made at approximately 8:25 a.m. Afternoon announcements will be made at 1:45 p.m. Not every announcement will be for the entire student body; however, students have a responsibility to each other to remain quiet during the announcements and pledge. Announcements can also be found on the digital monitors around the building.

## Communication with the home school

The CCTC staff feels that it is extremely important that students be kept informed of activities at their home school. Every effort to communicate with the home school is made to keep all students informed. CCTC students will be excused to participate in home school activity when home schools provide transportation. Home School Principals and Counselors will be invited to meet with their students throughout the school year at Collins Career Technical Center.

## Apprenticeship Program

Students enrolled in apprenticeship programs are placed during the senior year in an on-the-job training station in an area related to their program. In addition, each student will be required to attend classes required for graduation, as well as career-tech classes to meet the apprenticeship requirements. Each student's schedule will be determined by the program instructors, the apprenticeship coordinator and student services.

## Early Placement

Early Placement is designed to provide selected senior students with the opportunity to acquire on-the-job skills, which will permit the smooth transition from the school setting to the world of work. Early Placement will be designated by the Guidance Counselor or Principal. Information may be obtained from the program teacher.

## Cafeteria

The cafeteria is open only during designated times. All students will eat in the cafeteria whether they buy or bring their lunch. All foods and drinks are to be consumed in the cafeteria. Students may have a thirty-minute period in which to eat. **Students are not permitted to leave the school grounds during lunch, nor be in the student parking lot.** It is your cafeteria; others will appreciate your cooperation in keeping it clean. All lunch trays and paper are to be removed from tables and placed on conveyor in cafeteria. Failing to clean-up after yourself will result in ALC. Students may pre-pay for student lunches by making arrangements with the cafeteria supervisor. Students who qualify and complete application may be approved for free or reduced priced meals. Applications are available in the main office. **NO OUTSIDE FOOD OR DRINK** may be brought to students during the school day (including deliveries).

## **Field Trips**

Field trips will be arranged by instructors and other school personnel during the school year. An Acceptance of Responsibility form will be given to each student and must be returned by the time specified. Teachers can refuse permission for a student to go on a field trip for good cause shown. Field trips shall be requested and approved 5 school days before the trip takes place. Teachers need a list of students going on a field trip the day before. If student is failing teacher can mark "no" on the field trip permission form.

## **Cosmetology**

Students who have their teacher's permission may make an appointment in cosmetology for a manicure, haircut, hairstyle, perm, etc. All work is performed by students under the supervision of a licensed instructor. These services are provided at a nominal fee which is payable at that time.

Students may make these appointments in conjunction with grooming units or as special reward for excellent attendance or exceptional performance in the program area. Appointments will be made only in the afternoon first semester. Morning and afternoon appointments will be accepted second semester.

## **Youth Organizations**

The school has intra curricular clubs directly related to the vocational area in which students are enrolled. The purposes of these clubs are to develop leadership, cooperation, awareness, and appreciation of good citizenship, and to upgrade student's in-group social interactions. Youth clubs are: Agriculture and Horticulture (FFA); Travel and Tourism (DECA); Home Economics (FCCLA); Trade & Industrial Education (Ohio SkillsUSA). All students are to participate in activities, as this is an integral part of the curriculum.

## **National Honor Society**

Home school grades, CCTC grades, recommendation of instructors, and other additional requirements are the eligibility criteria for the National Honor Society.

## **National Technical Honor Society**

CCTC grades, recommendation of instructors, and other additional requirements are the eligibility criteria for the National Technical Honor Society.

## **Safety**

Due to the vast amount of industrial equipment housed in the school, and because of the possibility of severe injury, it is absolutely essential that each student observes the safety requirements within each program. Each student should learn these requirements well, for he/she alone will be responsible for his/her actions. The consequences of failing to be safety conscious can be quite serious.

## **Emergency Evacuation Drills**

Emergency evacuation drills will be held during the year. Students will report to assigned areas as directed by their instructor.

## **Student Insurance**

Students are strongly urged to have accident insurance, as the school does not provide coverage for students.

## **Adult Students**

Students eighteen (18) years old or emancipated juveniles are considered adults. Adult students participating in the day program are subject to the same rules and regulations relating to absenteeism, tardiness, discipline, early dismissals and other matters of concern. However, adult status of a student requires differences in procedures to be followed in dealing

with the adult student and his/her parent or guardian. After five (5) days of unexcused absences per semester, students eighteen (18) years of age may be withdrawn from school, effective as of the last day of attendance.

## Parent Conferences

Parents and CCTC staff members are encouraged to communicate with each other. In addition to the two (2) regularly scheduled conferences, if a parent wishes to visit the school or speak with a staff member, they are urged to call and make arrangements. CCTC teachers are to make required phone calls using the parent contact phone log.

## Visitors

Students are not to bring friends, relatives, or children (unless pre-approved) to school for visits. There will be no exceptions. All non-CCTC staff should sign the visitor log in the front office.

## Lost and Found

The school will maintain a lost and found service in the main office area.

## Student Lockers

School lockers are the property of the Board of Education and are to be used for legal purposes only. **School officials reserve the right to inspect lockers for the protection of all without the student's permission at random. Lockers are not to be shared with other students.**

### Collins Career Technical Center Electronics Policy/Cell Phone Use

In order to preserve the teaching and learning environment, as well as the safety of all students, cell phones / electronic devices are not permitted at CCTC. This document is to clarify the cell phone / electronic device policy for Collins Career Technical Center. The policy is:

- Cell phones / electronic devices must be turned OFF before you enter CCTC. Students may power their phones ONLY with permission in the front office in the instance of an emergency.
- Students must store their cell phones / electronic devices in a car or locker even though they are OFF. This includes earbuds as well.
- If a cell phone / electronic device is visible, rings, vibrates, or is used for any reason on campus, a staff member may confiscate the device.
- Refusal to surrender your phone when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Parents/guardians will be contacted.

**1st Offense** – Warning. Teacher/staff member will document the offense.

**2nd Offense** – Teacher will take device for the remainder of the block – and document it was taken – teacher returns it to the student at the end of the block or lab time and advises the student not to violate the policy again.

**3rd Offense** – Turn into principal or assistant principal who will advise the student of the consequences if there is further misuse of the device. The device will be returned to the student at the end of the school day.

**4th Offense** – Turn into the office – must be picked up by a parent/guardian (principal/assistant principal will use discretion in the cases of the students who are not living with parents or guardian.) One day of ALC.

**5th Offense** – Confiscation until the last day of school. Then will be returned to parent/guardian. Two days of ALC.

\*Note – Failure to give a staff member your cell phone / electronic device upon request will result in one day of ALC. If you then refuse to give it to an administrator, you will be given three days of ALC or Alternative School.

## Student Driving Policy

Students may be allowed to drive to the Career Technical Center providing certain requirements are met.

1. Students must have a current parking sticker to park on school property.
2. Permanent stickers will be issued by the Criminal Justice program. To be eligible for a permanent sticker, you must have the following: (a) a current driver's license, (b) a current insurance policy listing you as a driver, and (c) a vehicle that is capable of passing a safety check, which may be required in certain instances.
3. If a student will be driving different cars, a sticker must be obtained for each car.
4. Parking stickers must be permanently affixed to the lower right-hand corner of the back window.
5. Temporary parking permits are to be obtained from the main office. Only three temporary permit will be issued to a student during the school year, except under extraordinary circumstances. Any exceptions will be made only by the Principal.
6. Driving to school is a privilege. Driving privileges may be revoked for a violation of school policies.
7. Vehicles without a sticker or improperly parked may be towed away at owner's expense.
8. Student drivers are to observe driving rules of the school; the speed limit is 15 mph, parking lot is 5 mph.
9. Students are not to sit in cars during the school day, nor are they to visit the parking lot without written permission from a faculty member.
10. Upon arrival to school, students are to immediately lock their cars and come into the building.
11. The school accepts no liability for any student vehicles.
12. Student vehicles are subject to random inspection and searches by school officials without student permission while parked on school grounds when the school officials have reasonable grounds to do so.

## Student Conduct Code

The student conduct code meets the intent of H.B. 421, which requires each board of education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Lawrence County Vocational School Board of Education therefore adopts a Code of Student Conduct, and it may be reviewed upon request from any instructor or administrator. There are other effective disciplinary practices than those specifically covered in the Code of Student Conduct and teachers may develop other constructive practices. Methods of discipline include, but are not limited to, the following: parental conference, denial of privileges, ALC, suspension from class, an alternative school placement, referral to law enforcement officials or juvenile court, suspension, and expulsion.

The Principal shall be responsible for the maintenance of proper discipline in the school.

## Hall Conduct

Hall conduct is supervised by instructors, but each individual student is to assume the responsibilities for his/her own conduct. Students should not talk loudly, make any unnecessary noise, or loiter in the halls. Students are permitted in the hallways 5 minutes before homeroom starting time.

## Lunchtime Conduct

Always remember that other classes are in session during your lunch period. During lunchtime, students are permitted to remain in the cafeteria or the west court area. Do not roam the halls, loiter in the shops or the parking area, or be outside of the building. Students are not to return early to the lab or classroom until the lunch dismissal bell rings.

## Amorous Conduct

Students who become overly amorous (outward display of affection, e.g. holding hands) present an embarrassing appearance to their fellow students, as well as the CCTC.

School is definitely not a place for this sort of conduct. Students will be disciplined for this behavior.

## **Suspension Procedure**

1. Definitions:
  - a. Suspension - shall be understood to mean the removal of a student from the school premises and all related school activities for a period of time in excess of twenty-four (24) hours.
  - b. In-school suspension - shall be understood to mean the removal of a student from the normal schedule of classes and activities and reassignment to other special programming.
2. When it becomes necessary for the Principal to suspend a student, the following procedure shall be employed:
  - a. The student shall be given written notice on the official school form or intention to suspend, the reason(s) therefore, the right to be heard informally regarding the charges, and the right to appeal to the Superintendent.
  - b. At the discretion of the Principal and/or Program Supervisor, a student will receive credit for satisfactory work performed during in-school suspension. See page \_\_\_\_ for ALC placement.

## **Expulsion Procedure**

A pupil may be expelled by the Superintendent in accordance with procedures outlined by Ohio Statutes.

## **Corrective Action**

Any action taken by a school official to correct a student's behavior should be educational, helpful, and lasting. In order to better insure uniformity in corrective action by instructors, and to see that instructors are fair, just, and honest with all students, the following guidelines will apply:

## **Cutting Class**

Student will receive suspension or corrective action as decided by the Principal.

## **Damage to School Property**

Student will be charged for the damages and corrective action will be administered by the Principal. Law enforcement will be contacted if necessary.

## Appearance/Dress Code/Attire

The Board endeavors to provide an atmosphere reflective of the attitudes and expectations of students, parents and the community. The Board provides guidelines in the areas of student dress and grooming for the benefit of the student, particularly in the areas of health, safety and moral values.

Dressing or grooming in a manner which causes interference with school work or which creates a classroom or school disruption is expressly forbidden.

These are as follows:

1. All clothing should be neat and clean.
2. Shoes or sandals must be worn at all times in accordance with lab requirements/restrictions. No house shoes or slippers are to be worn.
3. Hats, hoods, headgear, headbands, bandanas, doo rags, sunglasses etc. are not to be worn in the building. These items will be confiscated and may be picked up at the end of the day in the office. Items confiscated from repeat offenders will not be returned until the end of the school year.
4. No chains or external necklaces are to be worn.
5. Fish-net tops, halter tops, spaghetti straps, tube tops, tops made of spandex material or tops with exposed sides, back or midriff are not to be worn.
6. Spandex type pants may be worn, BUT, must be worn with a top that is long enough to cover the behind.
7. No short shorts or bike shorts should be worn – must have an inseam that comes to the knee. Capri shorts are permitted. Dresses worn for special occasions (i.e. ceremonies) must come to the knee in length. Spaghetti straps are prohibited. All pants worn are not to have any holes in them that expose any skin above the knee. If torn pants present a safety issue in the lab, they will be prohibited.
8. Clothing may not be excessively torn or revealing. If so, the torn or revealing area must be taped up, covered up or changed immediately.
9. Clothing that allows for the exposure of undergarments is not acceptable.
10. Clothing, book bags or other personal belongings advertising or depicting drugs, alcohol, tobacco products, gang activity, sexual references, rebel flags or other questionable symbols are not permitted.
11. If a student has selected a manner of appearance that disrupts the educational process, he/she must be referred to the office immediately.
- 12. No pierced body parts are permitted that could constitute a school safety issue. The student is to remove it immediately. All piercings that are visible (such as eyebrow rings, nose rings, lip rings, studs, etc) are unacceptable due to safety concerns and are not to be worn at school. Clear 'spacers' or 'stents' can be worn in the place of piercings.**
13. All students shall wear the approved program attire Monday through Friday. Each program instructor will advise students on daily dress.
14. No TRENCH coats are to be worn during the school day. No blankets or pillows are permitted to be carried around during the school day.

These regulations are necessary to provide guidelines to students in the area of dress and grooming. The administration, faculty and staff have established these regulations.

## Program Shirts or Attire

Every student will be given five Collins Career Technical Center shirts, sweatshirts, or proper attire which will be worn every day of the week. These shirts will be provided by each school program and will not be an added expense to the student or his/her family.

## Agenda Books

Each student will be issued an agenda book at the beginning of the school year. Students are to carry their agenda books with them at all times. There is a hall pass section located in the back of the agenda book that must be signed by the

classroom teacher in order for a student to be permitted to leave their assigned classroom. STUDENTS ARE NOT ALLOWED TO SHARE OR BORROW AN AGENDA BOOK FROM ANOTHER STUDENT! If lost, replacement agendas are available in the front office for a \$5.00 fee.

## **WEAPONS**

**WEAPONS OF ANY TYPE ARE PROHIBITED AND STUDENTS IN VIOLATION MAY BE PROSECUTED AND/OR SUSPENDED BY THE PRINCIPAL. THE PRINCIPAL MAY RECOMMEND TO THE SUPERINTENDENT THAT THE STUDENT RECEIVE A TEMPORARY ALTERNATIVE PLACEMENT, BE EXPELLED, AND/OR POSSIBLE TERMINATION FROM SCHOOL.**

## **Drinking/Drugs**

Participating in school activities after detectable use of alcoholic beverage will result in ten (10) days suspension or expulsion; possession of alcoholic beverage will result in ten (10) days suspension. The suspension can be served in ALC or alternative school at the discretion of the principal/assistant principal.

**Drugs** (possession, purchase, sale or use of any drug or paraphernalia) will result in suspension, expulsion, termination, and/or prosecution. If a student is deemed to be under the influence or in possession by two staff members, the student will be removed from school immediately.

## **Fighting**

Fighting, encouraging, and/or filming is punishable by: ALC, alternative school, suspension, or possible prosecution.

## **Hall disturbance**

Staff may take corrective action or submit written report to the Principal or Assistant Principal.

## **Book Bags/ Knapsacks**

Students will not be allowed to carry book bags and/or purses during the school day. Students' book bags are subject to random searches for the safety of all by school board policy.

## **Leaving School without Permission**

Punishable by suspension or corrective action as decided by the Principal or Assistant Principal.

## **Profanity**

Teacher will take corrective action or report student to the Principal. Students who cuss a staff member will immediately be sent to the principal/assistant principal for disciplinary action.

## **Reckless Operation of Motor Vehicle**

Loss of driving privilege and/or corrective action as decided by the Principal or Assistant Principal.

## Tobacco Use

Senate Bill 339-O.R.C.-3313.751, prohibits the use of tobacco or possession of tobacco products on school grounds. O.R.C-2151.87 prohibits for a minor to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes.”

The consequences for the use of, or possession of, tobacco products including electronic cigarette devices at: Collins Career Technical Center is as follows:

- First offense: Three (3) days at the Alternative School and the student will be placed on a tobacco education plan.
- Second offense: Five (5) days at the Alternative School, continue on the tobacco education plan and charges will be filed on any student under the age of 18.
- Third offense: Ten (10) days at the Alternative School, continue on the tobacco education plan and charges will be filed on any student under the age of 18.

For any offense over 3 times the student will receive ten (10) days at the alternative school and charges will be filed on any student under the age of 18.

**HARASSMENT, INTIMIDATION, BULLYING OR CYBER-BULLYING OF ANY STUDENT ON SCHOOL PROPERTY OR AT ANY SCHOOL-SPONSORED EVENTS IS PROHIBITED. This policy is in accordance with O.R.C. 3313.666, HB116**

## Gangs

Gangs and gang activities within school buildings are prohibited. Students' violation of this State Law will be subject to suspension or corrective action as determined by the Principal.

## Stealing

Stealing (possession of any stolen property, selling stolen property on school premises, or involved or associated with theft of property) - Suspension, expulsion, termination, and/or prosecution.

## Computer Use

### Internet usage policy

This Policy applies to all students at Collins Career Technical Center who have access to computers/chromebooks and the Internet to be used in the performance of their work. Use of the Internet by students is permitted and encouraged where such use supports the goals and objectives of learning. However, access to the Internet is a privilege and all students must adhere to the policies concerning Computer/Chromebook, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action. Students may also be held personally liable for damages caused by any violations of this policy. All students are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

### Computer, email and internet usage

- Students are expected to use the Internet responsibly and productively. Internet access is limited to learning activities only.
- All Internet data that is composed, transmitted and/or received by Collins Career Technical Center computer systems is considered to belong to Collins Career Technical Center and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the Internet are the property of Collins Career Technical Center and Collins Career Technical Center reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the Collins Career Technical Center email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

- All sites and downloads may be monitored and/or blocked by Collins Career Technical Center if they are deemed to be harmful and/or not productive to learning.
- Students are expected to utilize technology responsibly. Students and/or parent/guardian(s) will be held financially responsible for any damage exceeding routine use of technology.

**Unacceptable use of the internet by students includes, but is not limited to:**

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Collins Career Technical Center's email service
- Sending or posting images of others without their consent on the Internet or via Collins Career Technical Center's email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to Collins Career Technical Center, its products/services, colleagues and/or students
- Introducing malicious software onto Collins Career Technical Center network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
- Passing off personal views as representing those of the organization.

If a student is unsure about what constitutes acceptable Internet or computer usage, then he/she should ask his/her instructor, coach or principal for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of Collins Career Technical Center's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Collins Career Technical Center.

## **ALTERNATIVE LEARNING CENTER (ALC)**

For violation of school rules and regulation instructors may assign discipline in accordance with school policy or report student to Principal/Assistant Principal. The Principal/Assistant Principal will assign disciplinary penalties in accordance with the administrative discipline plan including, but not limited to, ALC on a case by case basis.

## **Sick Room Usage**

Students are to stay in the sick room the amount of time necessary to have an approved Adult/Ambulance pick them up and remove the student from the school do to their sickness or illness.

## **Child Abuse**

The law requires certain professionals to immediately report suspected incidents of child abuse or neglect, and establishes their immunity from civil and criminal liability. If any teacher has "reason to believe that a child less than eighteen (18) years of age or any crippled or otherwise physically or mentally handicapped child under twenty-one (21) years of age has suffered any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect of such a child," the teacher must report this information to the Assistant Superintendent immediately.

## **Closing Remark**

The student handbook is designed to serve only as a guide for students, faculty, and administration. In the event of any situation not covered by the handbook or any difference of interpretation, it will be resolved at the discretion of the Principal. School policies and regulations will be strictly enforced.

The handbook was prepared by a committee, which was made up of students, parents, teachers and administrators. The views reflected our representation of the community.

## **Nondiscrimination Policy Statement**

Collins Career Technical Center complies with federal laws and practices the concept of nondiscrimination in all areas of human and personal relations. The Collins Career Technical Center does not discriminate on the basis of race, color, sex, handicap, political affiliation, religion, or national and ethnic origin in the administration of admissions, education policies, curriculum, selection of textbooks, scholarship and loan programs, educational opportunities, and employment.

# Student Grievance Procedure

## Students Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Lawrence County Vocational School District or any of the district's staff, teachers or administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability), she/he may bring forward a complaint, which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the Complaint Coordinator level. An informal grievance with the above-mentioned administrator does not require parents/guardians to be present.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedure shall commence as follows:

### **Step 1**

An alleged formal discrimination grievance complaint should first be made to the Complaint Coordinator within ten school days of date incident occurred.

### **Step 2**

If not resolved at Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator within five school days. A resolution should be met within 21 calendar days

### **Step 3**

If not resolved at Step 2, the decision may be appealed to the district's Superintendent. The Superintendent has 10 days to issue a final decision or request further investigation. If dissatisfied with Superintendent's decision the student can appeal to the Board within 10 days of decision. The board functions as the final mediator at the local level.

### **Step 4**

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

Note: Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

*Title IX, Section 504 Coordinator: Adam Fry*

*Collins Career Technical Center 11627 State Route 243, Chesapeake, Ohio 45619*

*740-867-6641 Ext 304*

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES